User Manual V1.0

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A. Introduction

This manual is primarily intended for users of the evaluation software Class Climate using the VividForms Designer* to create forms for automatic processing and evaluation in Class Climate. It should serve both as an introduction to the basic functions of the designer and, as such, enable a gradual introduction to the software, as well as being a work of reference when designing with the software.

The VividForms Designer is a form designer which enables the flexible design and creation of high quality graphical questionnaires. It was developed as an alternative to the VividForms Editor and is characterized by comprehensive layout and formatting options. Whereby the VividForms Editor enables the simple creation of uniformly designed forms and deliberately waives the provision of flexible layout abilities in favor of faster and economic form production, the VividForms Designer however, fulfills all requirements for flexible layouts and offers numerous functions for individual form design without sacrificing ease of use – thanks to the drag-and-drop principle.

The following table shows a comparison of the functions of both VividForms instruments:

Function	VividForms Designer	VividForms Editor
Offline mode	✓	✗
Parallel opening of forms	✓	✗
Forms in landscape format	✓	✗
Multi column layout	✓	✗
Free formatting	✓	✗
Free form elements	✓	✗
Horizontal Pole labels	✓	✗
Pole images/Scaled images	✓	✗
Double scales side by side	✓	✗
Hierarchical flexible Numbering	✓	✗
Question batteries	✓	✗
Local storage	✓	✗
Predefined building blocks	✓	✗
Question library	✓	✓
Page templates	✓	✗
Cover sheet procedure	✓	✓
Online surveys	✓	✓
Verification	✓	✓
Data capturing	✓	✓
ICR	✓	✓
Secondary data (languages, Norms, Quality guidelines, Export values etc.)	✓	✓
Optional questions	✗	✓
Modular surveys	✗	✓
License necessary	✓	✗

Table 1: Functions VividForms Designer – VividForms Editor

* For reasons of simplicity, in this document only the word “Designer” will be used when describing the VividForms Designer.

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Among the many functions of the designer, the multiple column layouts and the free formatting ability of text and graphic elements enabling an individual design are to be highlighted. The default auto layout always provides for the correct automatic alignment of added elements, which can then be edited as necessary. In addition, several templates in the package facilitate working with the designer at many levels:

There are various corporate design, document and page templates to choose from, which already control the basic format and design of a form or single page. There are also predefined layouts for individual questions, which require then only minimal editing.

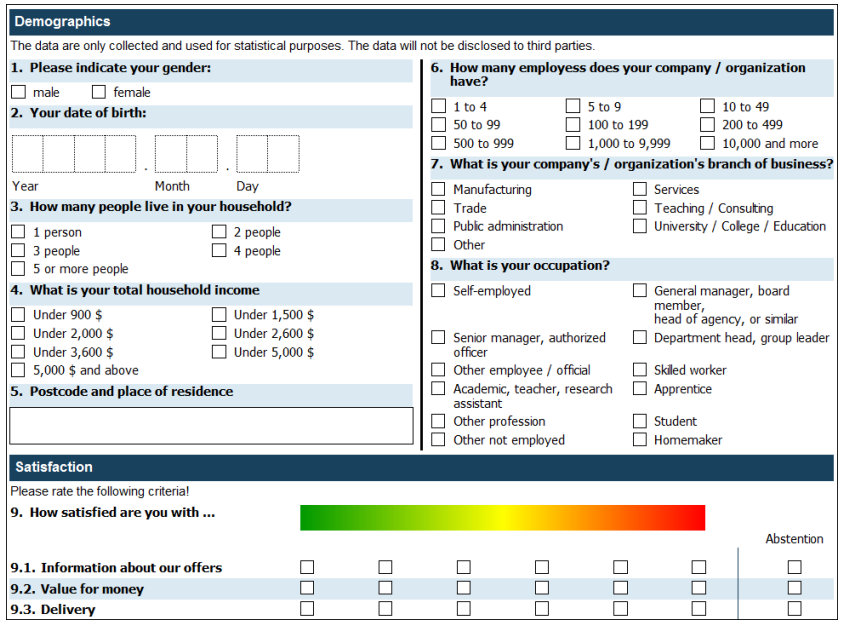

Figure 1: Snapshot from a Designer form

The Designer distinguishes itself by a hierarchical basic structure which enables a form definition at different levels:

- **Corporate-Design** and **Document templates** serve the basic definitions of, for example, colors, fonts, and size of the entire form
- Via **page layout** and **paragraphs**, columns and paragraph formats can be defined for individual form pages
- **Groups** and **Batteries** represent groups of questions which can be edited as a whole
- **Question templates** determine the question type and the question layout, up to and including, for example, scale legends

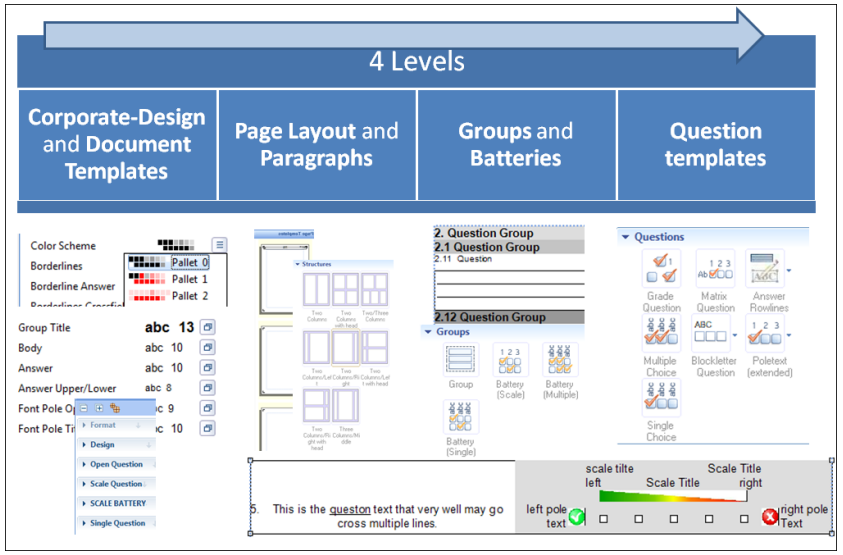

Figure 2: The basic structure of the Designer

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1. Requirements

The Designer can be used when

- the relevant licenses exist in Class Climate and
- the respective user has access to a license.

The administrator can check and change this at any time in the menu “System Information/License”.

1.1. System Requirements

The Designer is a “Web Start” program. This means unlike a “normal” program, it is not permanently installed on a computer by an installation routine. Instead, the Designer is started and runs temporarily with a “click” in Class Climate.

At each start of the application a check is carried out to see if the current version is being used. Should this not be the case, an update is automatically triggered.

It is also checked if the current version of the Java Runtime Environment (JRE) is installed, and if not, the necessary update is triggered.

Therefore, no prior installation of programs or drivers is necessary.

The Designer runs on all operating systems where a current Java Runtime Environment is available (i.e. Windows, Mac OSX, several Linux distributions).

1.2. Hardware Requirements

The Designer requires a computer with at least:

- Pentium IV CPU or similar*
- 1280 * 768 Graphic resolution (recommended 1680 x 1050)*
- 1 GB Memory* and
- 1 GB free hard disk space*.

A current Java Runtime Environment (JRE) must be installed.

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2. Manual Structure

The manual is divided into two main chapters: The first chapter explains the fundamental functions of the VividForms designer, these are all the functions required for basic work with the Designer. From the creation and design of a form, its publishing, and using the form in Class Climate, the most important phases of work can be followed step by step. The second chapter offers a deeper insight into many advanced functions which are available for the form layout.

The manual is supplemented by a glossary with brief explanations of key terms and a searchable keyword index.

The appendix lists in an overview all pre-made question and battery layouts available in the Designer.

The explanations in the manual are illustrated with graphics. More complex windows usually show a red square or arrow, pertaining to the corresponding elements to which the text refers.

Menu names are set in inverted commas: “Menu”

Buttons are set in square brackets: [Button]

Notes, hints and examples, which are important when working with the Designer, are presented in colored boxes.

Notes:

Notes are marked with a red background.

Hints:

Hints are emphasized with yellow shading.

Examples:

Examples are characterized by a blue background.

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B. Basic Functions

In the following section the basis steps required to create a questionnaire in the VividForms Designer are outlined and explained. The main focus lies in the use and adaptation of the numerous templates for questions and layout structures, which aids the way a questionnaire can be created and designed in a rapid manner.

1. Starting the Application

The VividForms Designer can either be started directly from Class Climate or locally on your own computer. The first start however, is only possible from Class Climate as the application must first be downloaded and saved locally.

1.1. Starting the Designer from Class Climate

To start the Designer directly from Class Climate, go to the menu “Questionnaires” and in the context menu on the left, select the option “Create Questionnaire”. Then click on the Logo of the VividForms Designer. A dialog opens prompting you to download a Java file. Open the file or save it and open it locally. The application will now be transferred to your system. Please observe that this can take some time.

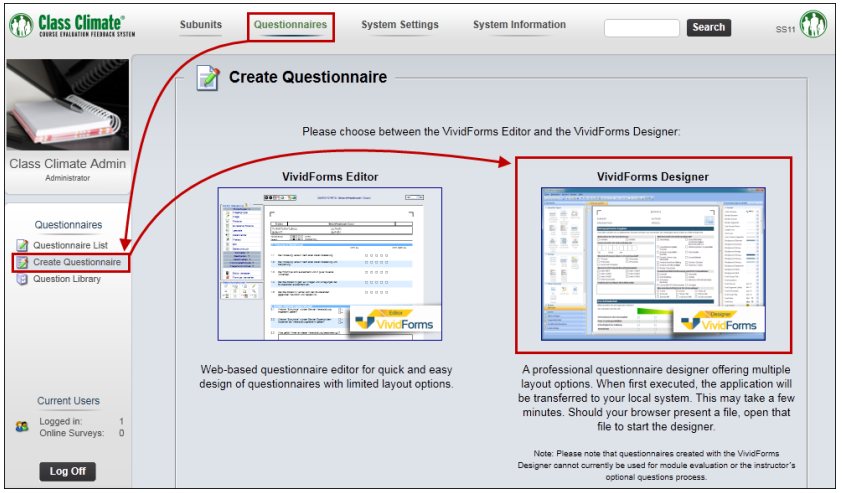
Class Climate
Subunits
Questionnaires
System Settings
System Information
Search
Create Questionnaire
Please choose between the VividForms Editor and the VividForms Designer:
VividForms Editor
VividForms Designer
Class Climate Admin
Administrator
Questionnaires
Questionnaire List
Create Questionnaire
Question Library
Current Users
Logged in: 1
Online Surveys: 0
Log Off
Web-based questionnaire editor for quick and easy design of questionnaires with limited layout options.
A professional questionnaire designer offering multiple layout options. When first executed, the application will be transferred to your local system. This may take a few minutes. Should your browser present a file, open that file to start the designer.
Note: Please note that questionnaires created with the VividForms Designer cannot currently be used for module evaluation or the instructor's optional questions process.

Figure 3: Starting the application directly from Class Climate

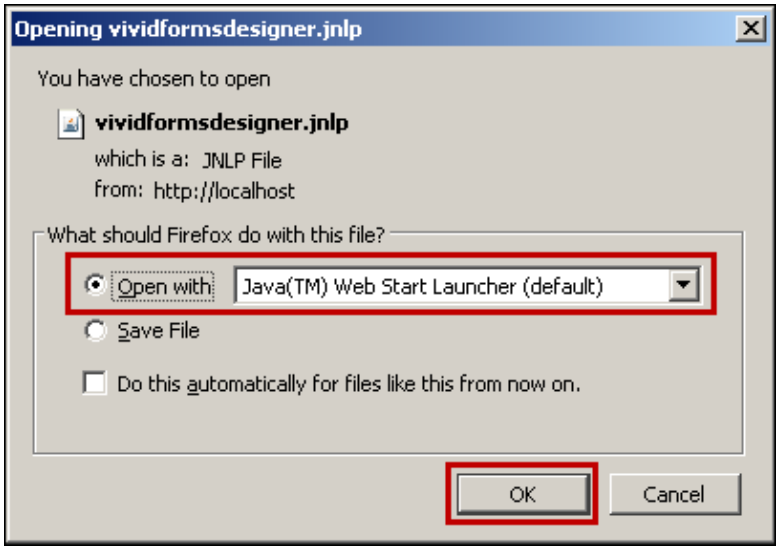

Figure 4: Downloading the VividForms Designer

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Note:

Should the VividForms Designer in the menu “Questionnaires/Create Questionnaire” not appear in your system, either there are no valid Designer licenses in your system, or you have not been assigned the necessary Designer license from your Class Climate administrator. Your Class Climate administrator can check this in the menu “System Information/License”.

If you open the Designer directly from Class Climate, there is no need to login again.

1.2. Starting the Designer locally

If the Designer is started locally, you can select whether:

- it should work offline or
- online, and, as such, a login to the server is required.

No server connection is necessary for the offline mode. All questionnaires which are created or edited will be saved locally.

If the Designer is run in the online mode, it is connected to the server and can access server side information. As such, for example, the question library and pre-defined building blocks can only be automatically refreshed in the online mode. Additionally, the questionnaire can only be published in the online mode.

In order to utilize all functions in full, the Designer should be used, at least for the first time, in the online mode.

In order to work online, you must login with your Class Climate username and your corresponding password. Via the button [Login] the Designer is started in the online mode.

In order to work offline, activate the option “Work offline” and enter your user name and password. Via the button [Login], the Designer will be started in the offline mode.

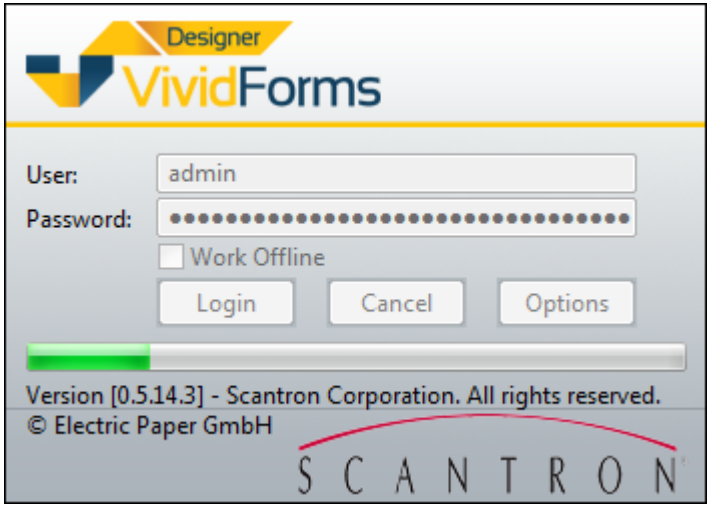

Figure 5: Starting the Designer

2. Creating Forms

After entering the login data the Designer opens. On the welcome screen three different options are available to choose from. You can decide whether to:

- create a new form,
- open and edit an existing form, or
- open the last edited form

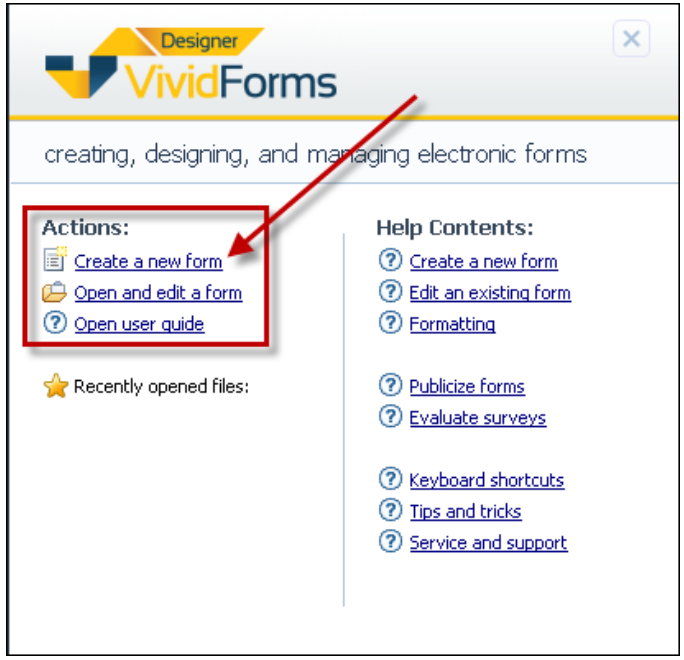

Figure 6: Creating forms in the Designer

To create a new form, click on “Create a new form” and in the next window enter a name for the form as well as a descriptive text – if you wish. The short name must be at least 5 and maximal 10 characters long. Spaces and special characters are not permitted.

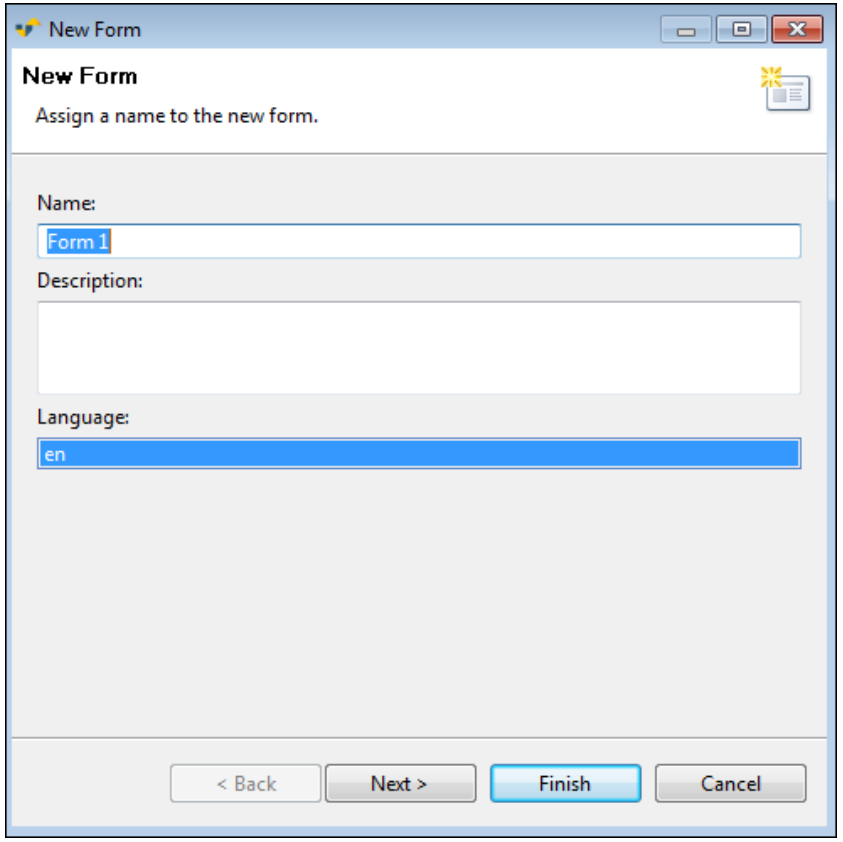

Figure 7: Creating forms in the Designer – Form name

Via the [Next>] button, the desired paper format (usually letter in portrait or landscape format) can be selected.

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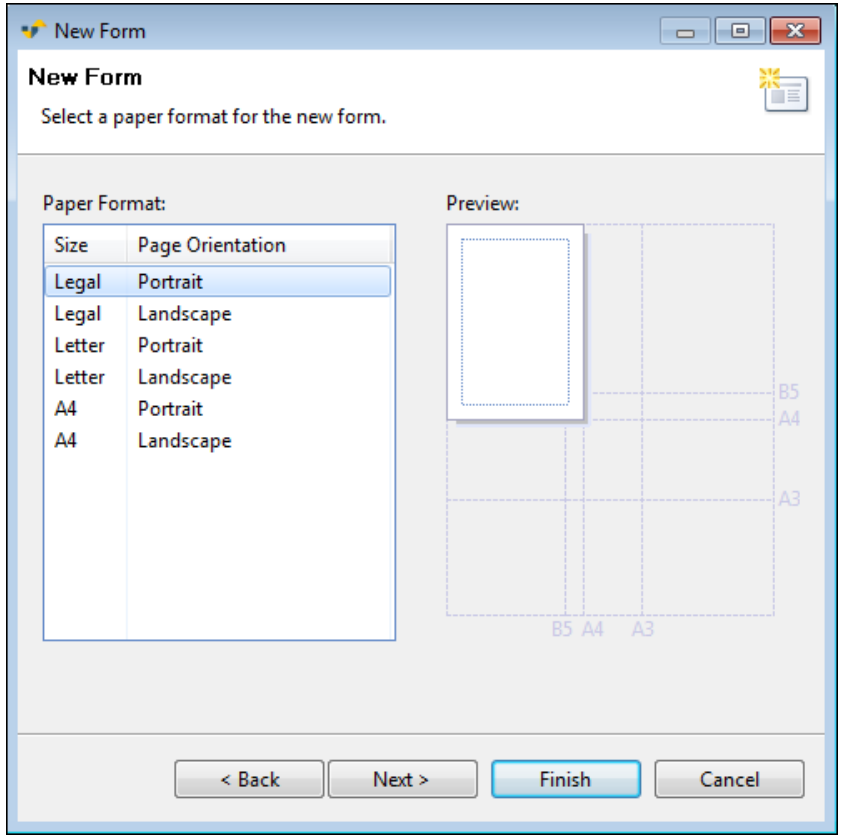

Figure 8: Selecting the paper format

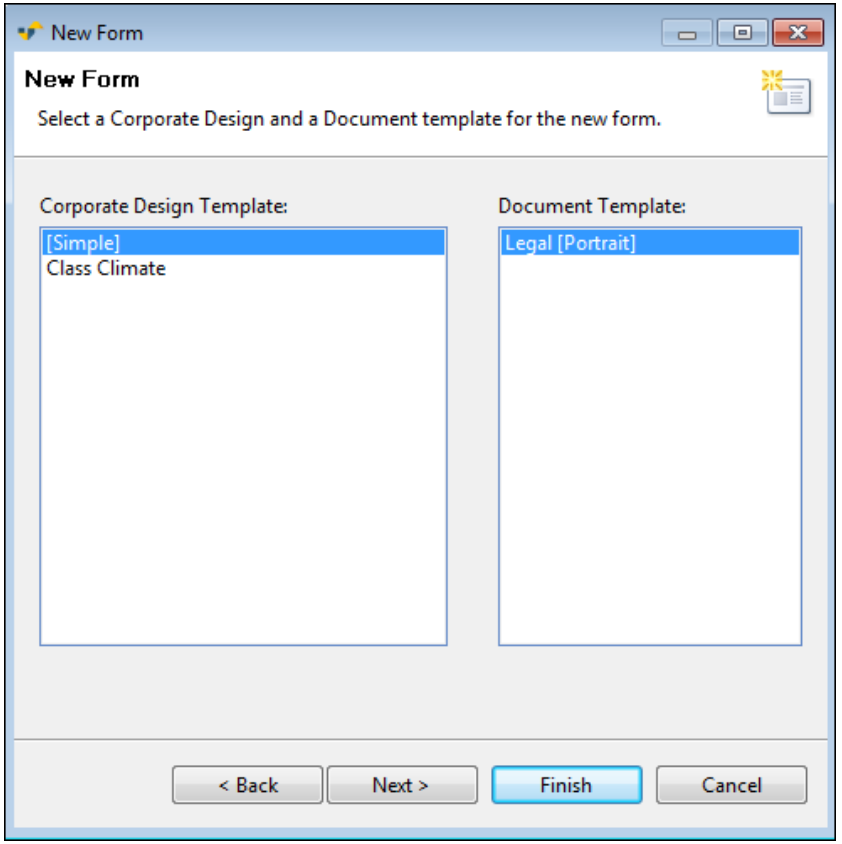

Figure 9: Selecting the corporate design and document template

Click on the button [Next>] and in the next window select the desired templates.

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The following template types are available:

- **Corporate-Design Template**:
  In this template all design elements are determined, such as colors, font types and sizes, lines, backgrounds logos and borders. Several different pre-made templates are available such as, for example, one for each Class Climate suite (Education, Corporate, Healthcare), with the relevant color values.
  If desired, the settings can be retrospectively adapted in the Designer in the format section.
- **Document Template:**
  In this template options such as paper format, orientation (portrait or landscape format) and spacing are defined. As well as this, the properties of single questions are defined. These include, amongst others, position information, box size, scale settings, number of response options, position of pole labels and information on double scales. The information defined here can also be found in the Designer in the form properties. With the exception of format, which is defined in the corporate design template, all other specifications relay to the definitions in the document template.

For every new form, a corporate design template and a document template must be selected. The Corporate-Design selection - and the Document template - can later be changed in the menu “File”.

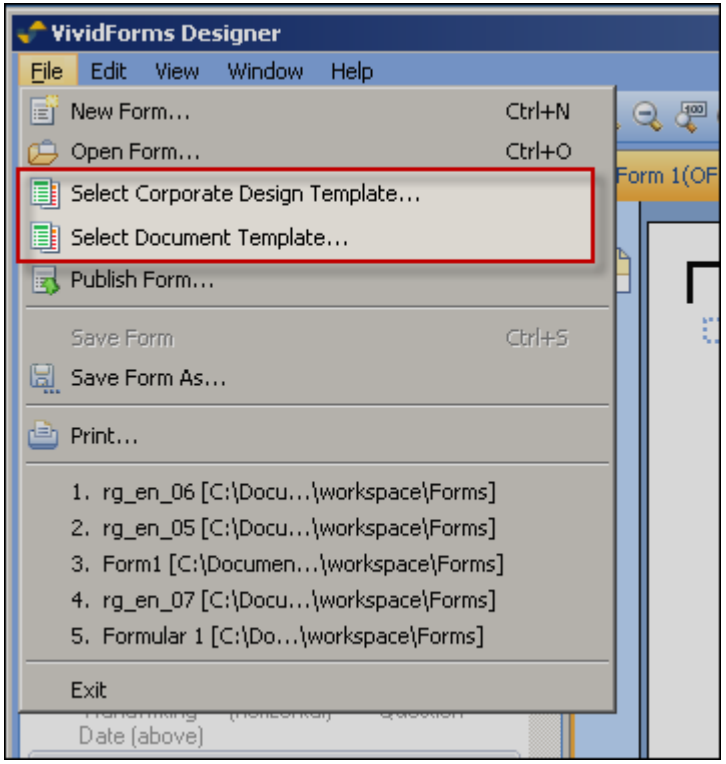

Figure 10: Changing the template selection

Then click on [Next>] to move to the next step of selecting the required **Master Page Template**. In the left selection area, the standard master page template is selected, in the right selection area one or more additional page templates can be chosen.

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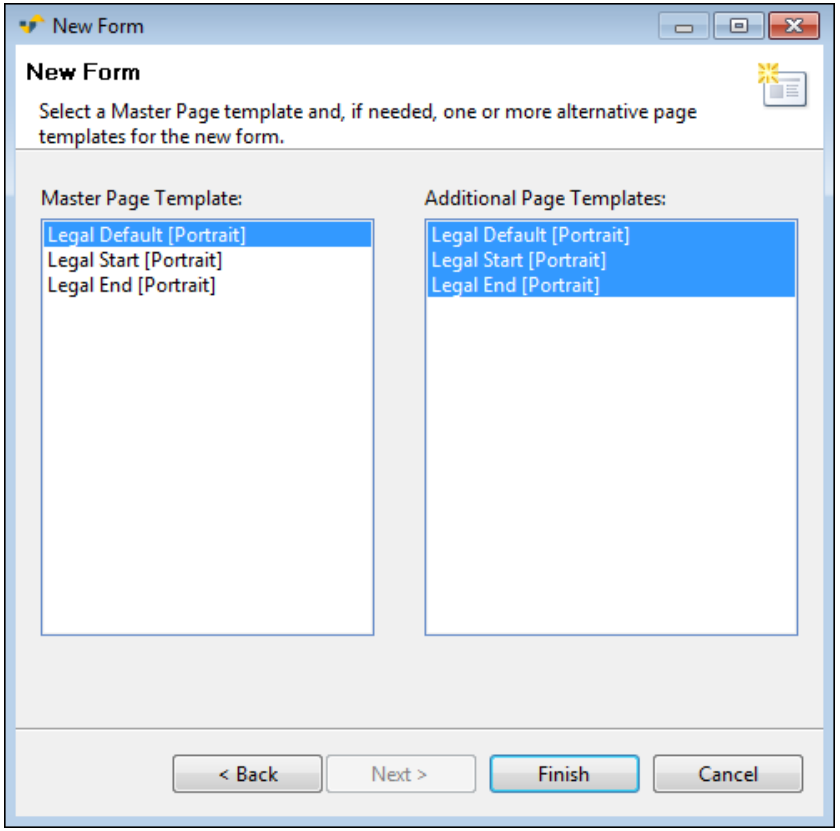

Figure 11: Selecting the Master Page Template

The master page templates are template pages which can contain pre-defined layout elements and content. In the master page template, for example, the necessary cornerstones required for processing in Class Climate as well as the barcode field are stored.

The default page sets the basic layout of all pages of a form. Each newly created form shows the worksheet in the format of a standard page. In the other page templates each form template page can be assigned additional components such as a start page, which already contains a questionnaire header with placeholders and instructions for completion.

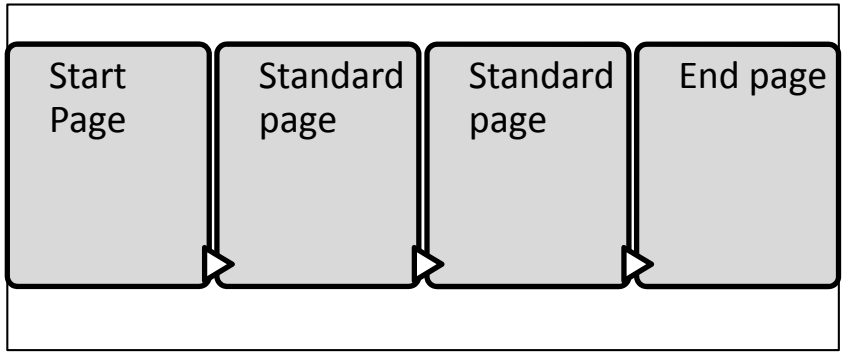

Figure 12: Display of the page templates

Note:

Please ensure when creating a form in the form wizard that all necessary page templates are selected. No other page templates can be added afterwards!

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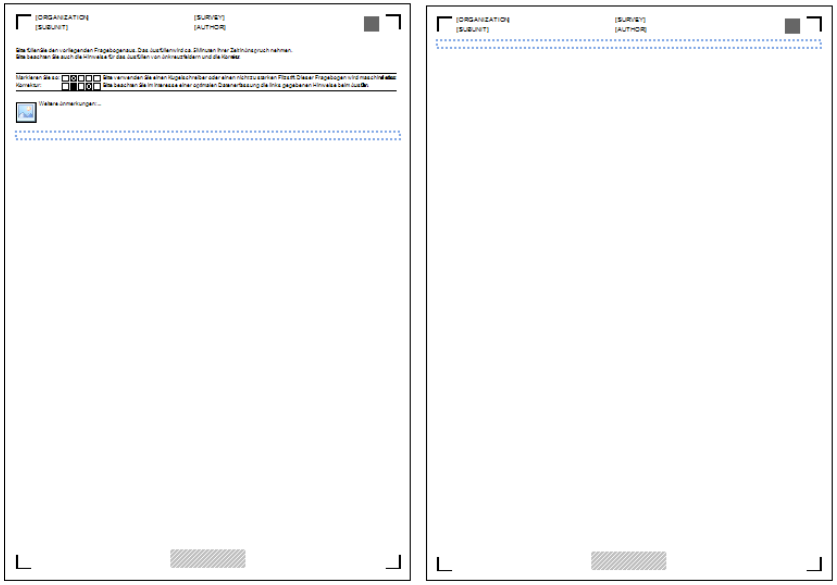

Figure 13: An example start page (left), standard page (right)

Then click on the button [Finish]. The working area of the Designer opens.

If necessary, the layout of each page template can be edited. For more details on this, please consult chapter “C.3 Editing Page Templates”.

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3. Form Design

3.1. Overview

Once the templates have been selected, the window for questionnaire design opens. This window is divided onto the following sections:

- Menu bar
- Multifunction bar
- Left side menu
- Right side menu
- Worksheet

Menu bar

Die Menu bar contains five menus, in which the most important functions for opening, saving zooming etc. can be found:

- **File:** Create, open, publish forms; save, print
- **Edit**: Cut, copy, paste; add drawing elements
- **View**: Zoom functions, ruler, grid
- **Window**: Open the left and right side menus, general settings
- **Help**: Access to the manual

Figure 14: Menu bar

Note:

"Print" in the VividForms Designer means the rendering of a PDF document which can then be printed.

Questionnaires suitable for evaluation can only be printed out from Class Climate. The PDF files required for hard copy or cover sheet printing are always created by the Class Climate server.

Multifunction bar

In the multifunction bar the most important functions are available as quick start elements. The following figure shows an overview of all actions available:

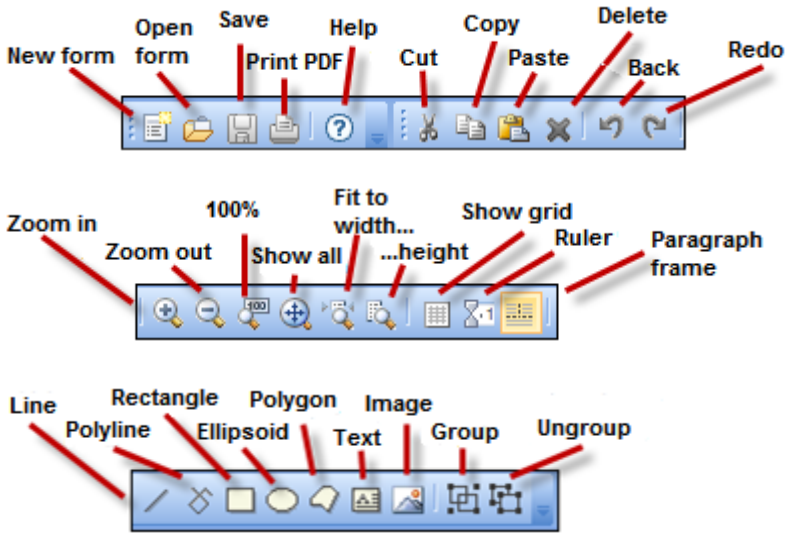

Figure 15: Multifunction bar

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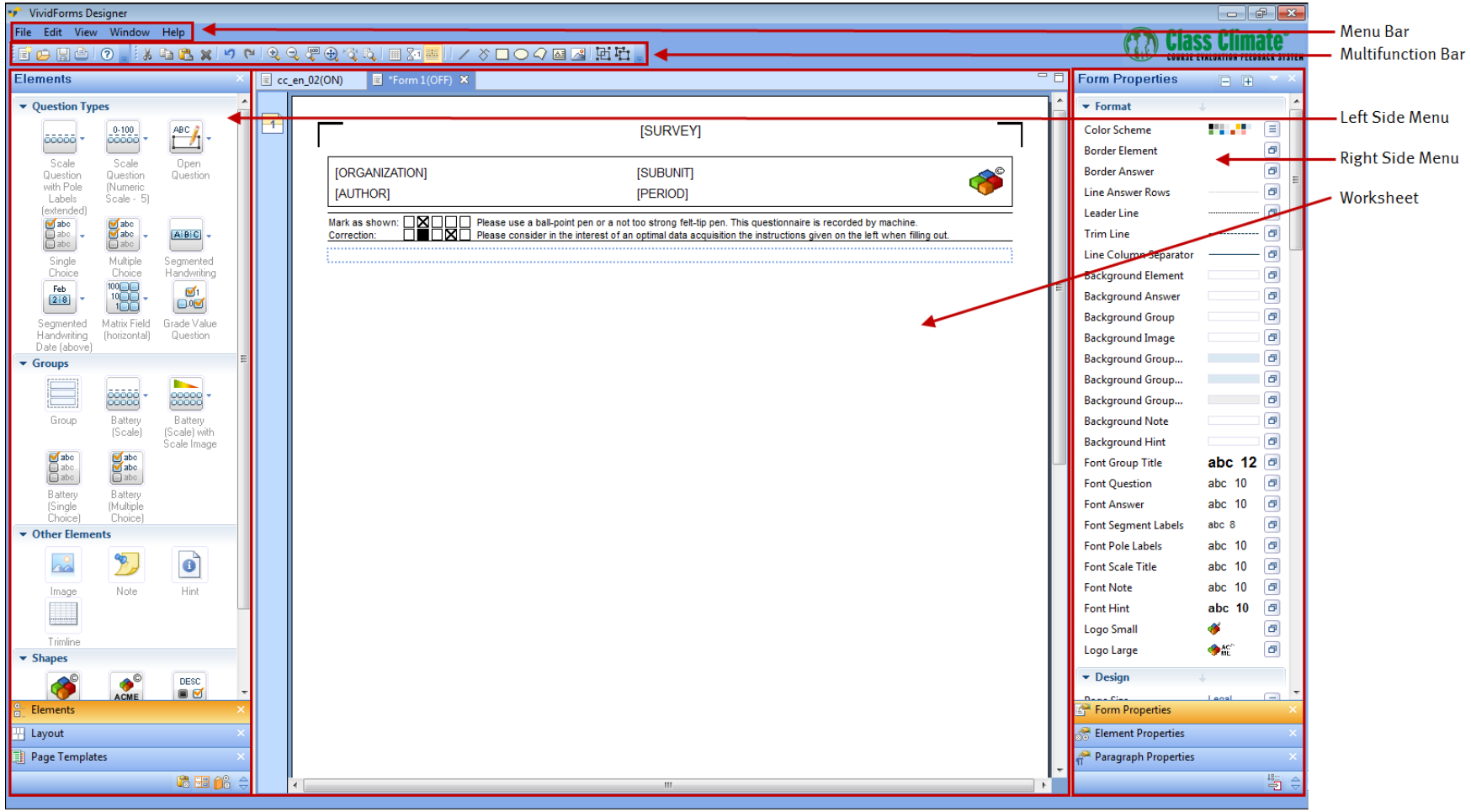

Figure 16: Form creation in the Designer– Overview of the worksheet area

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Left Side Menu

In the left side menu, all elements that can be integrated into the form are shown.

In the section **Elements,** different elements such as questions and groups can be selected, as well as other elements such as notes, images etc. which can be used in the design of the form.

Via the section **Layout**, paragraph structures as well as manual page breaks and paragraphs can be added.

The section **Page Templates** includes all layouts selected when creating the form which can be retrospectively assigned to a page (i.e. Start page, end page etc.).

In the **Question Library** all available questions contained in the Class Climate question library can be found, this means also those questions available to the VividForms Editor.

The **Predefined Blocks** include predefined blocks of questions and other elements which are made centrally available by Class Climate. Unlike the question library, design elements and layout information can also be found here.

In the **Local Clipboard**, question groups and questions of a form can be stored locally, so as to add them later into a new form.

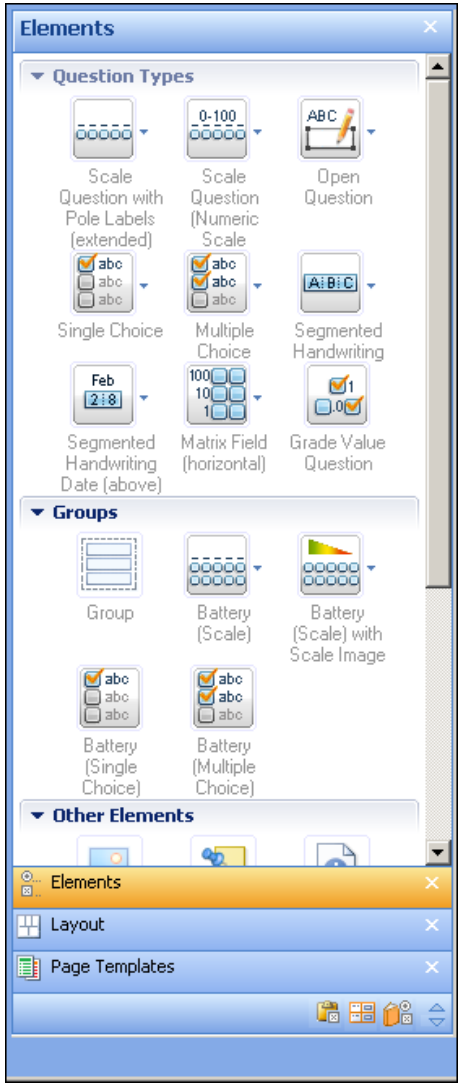

Figure 17: Left side menu

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Right Side Menu

The right side menu is the properties menu. Here, the entire form, as well as each of the elements added to the form from the left side menu, can be adapted and edited.

In the menu **Form Properties,** the fundamental settings, such as format, design and specific content for the entire form can be undertaken. For example, the default font and font size, margins, color palette and colors, default pole labels etc., can be adapted for the entire form.

With the help of the **Element Properties** the settings of each individual element such as content, format and design can be made. Here, for example, question texts and response options can be defined as well as scale settings and the positioning of checkboxes.

Via the **Paragraph Properties** the format of each paragraph can be edited**.**

In the **Export Order** the order of each single element on the form can, if necessary, be put in order for further processing in Class Climate.

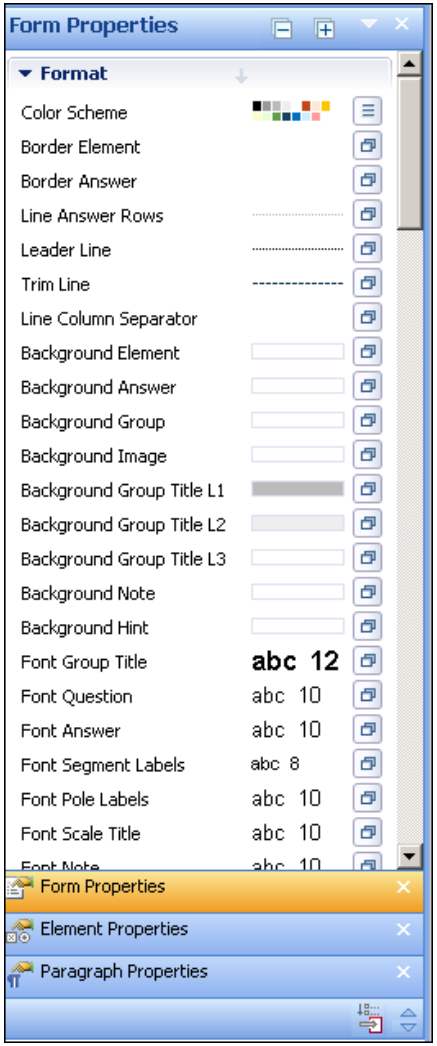

Figure 18: Right side menu

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Worksheet

The worksheet is the area where the form is designed. Apart from the visual aids (paragraph frames, grid) the depiction of the worksheet equates to the later layout of the sheet.

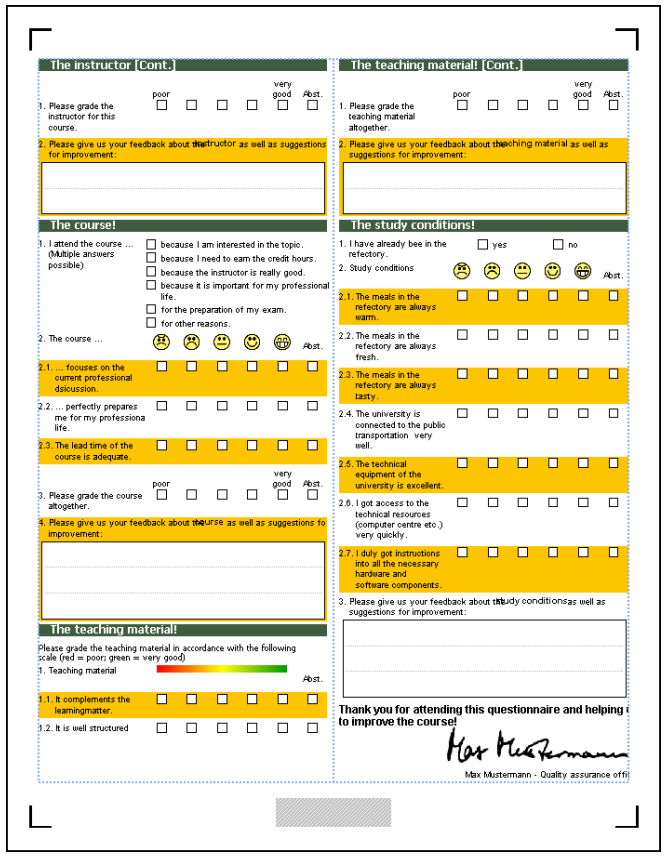

Figure 19: Worksheet

3.2. Working with the Designer

3.2.1. Drag-and-Drop

All items that can be integrated onto the questionnaire can be found in the left side menu. From here they are dragged and dropped, by clicking and pulling with the mouse, on to the worksheet. It is important that the item is released precisely at the desired location. If, for example, a question is dragged to a question group title, the question is added to the group. If a question is dragged onto another question, the questions are “linked”.

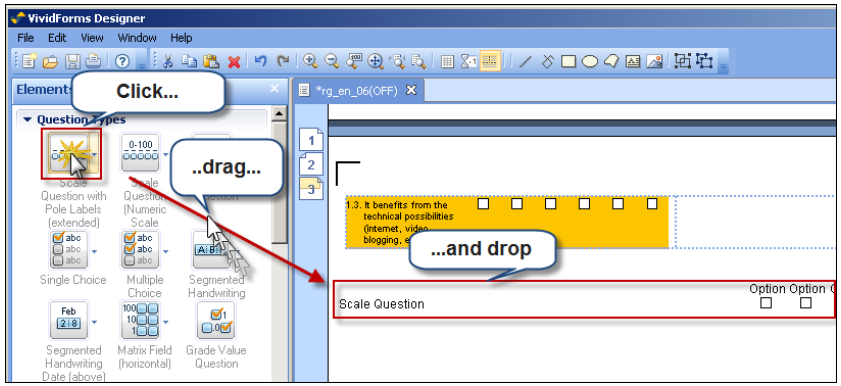

Figure 20: Adding elements by drag -and-drop

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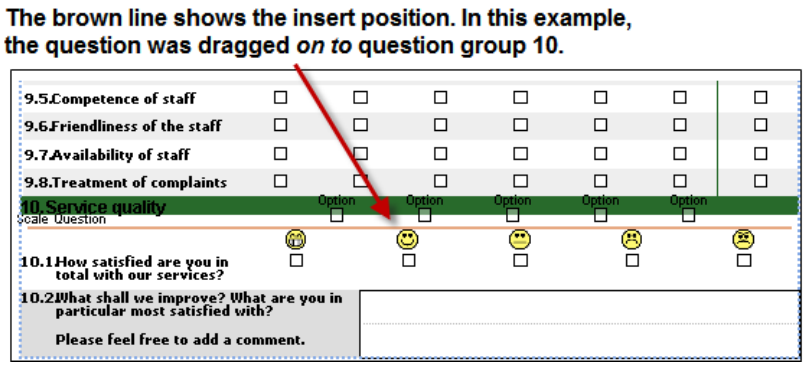
The brown line shows the insert position. In this example, the question was dragged *on to* question group 10.
9.5.Competence of staff
9.6.Friendliness of the staff
9.7.Availability of staff
9.8.Treatment of complaints
10.Service quality
Option
Scale Question
10.1How satisfied are you in total with our services?
10.2What shall we improve? What are you in particular most satisfied with?
Please feel free to add a comment.

Figure 21: Adding elements by drag-and-drop

As soon as an element is brought onto the sheet, the corresponding properties open in the right side menu. Each element can now be individually adapted in line with the following aspects:

- Content(i.e. Question text, pole labels for scale questions, texts for options in single choice/multiple choice questions)
- Design (i.e. spacing, question layout, numbering)
- Format (i.e. Fonts, borders, background colors)

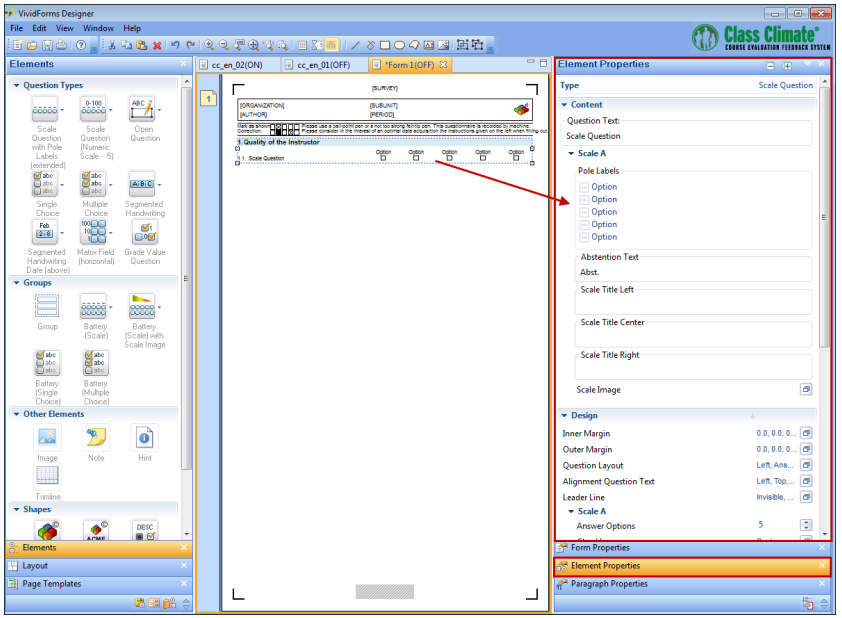

Figure 22: Editing elements via the element properties

Each of the submenus can be expanded or reduced by clicking on the menu title. Via the plus and minus sign in the header of the element properties, all menus can be opened or closed simultaneously.

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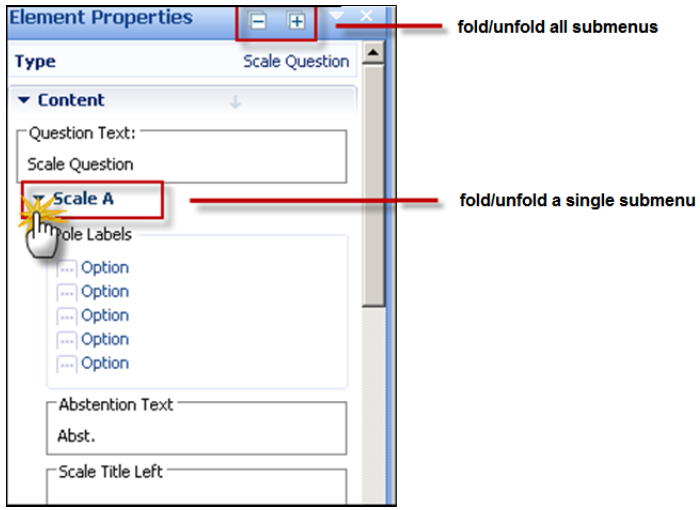

Figure 23: Opening and closing the submenus

By clicking on the name or the icon of the desired menu, it is possible to change between the different submenus of the left and right side menus.

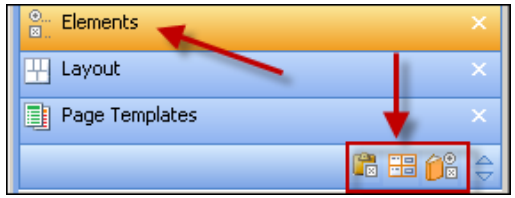

Figure 24: Opening the submenu in the side menu

The menu area can also be expanded or reduced by the arrows. The reduced menus then become icons in the footer and can, when required, be opened again by either being expanded again or with a mouse click.

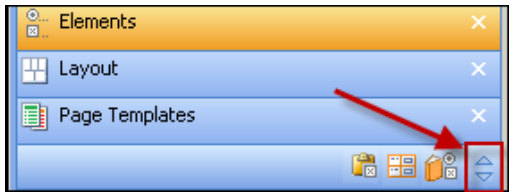

Figure 25: Expanding and reducing the submenus

By clicking on the cross on the right of the menu name, a menu can be completely closed. Thereafter it can be opened again via the menu bar in the area “Window”.

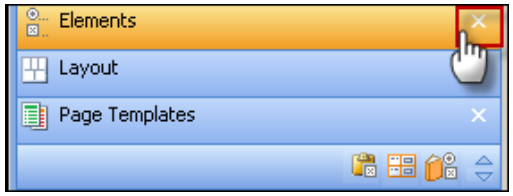

Figure 26: Closing a submenu

Elements added to the form can be marked simply with a click of the left mouse button. By holding the shift key and clicking with the mouse, a multiple selection is possible.

In the multifunction bar and in the drop down menu “Edit”, different editing functions (cut, copy, paste, delete etc.) are available.

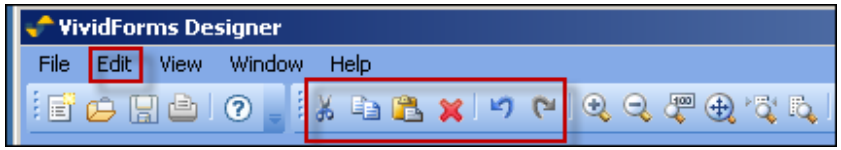

Figure 27: Editing functions

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Alternatively, the common key combinations can be used:

- Ctrl+X = Cut
- Ctrl+C = Copy
- Ctrl+V = Paste
- Del = Delete
- Ctrl+Z = Undo
- Ctrl+Y = Redo

A complete overview of all key combinations (shortcuts) can be found in the appendix III Shortcuts.

The position of an element on the form can be changed by drag-and-drop, that is, by clicking and dragging with the mouse. An orange bar indicates at which position the moved element will be added.

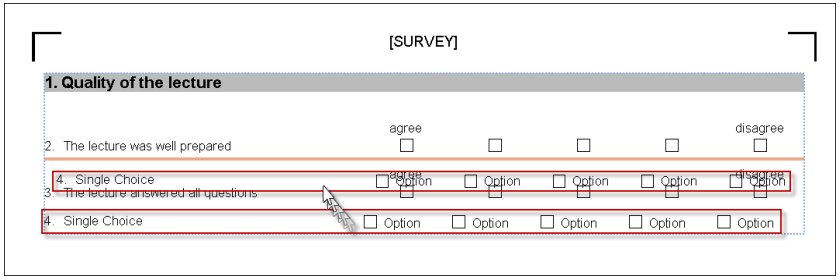

Figure 28: Moving elements via drag-and-drop

Once an element on the worksheet is marked, the corresponding properties are opened on the right side menu. Here, for example, the question text or question layout can be edited.

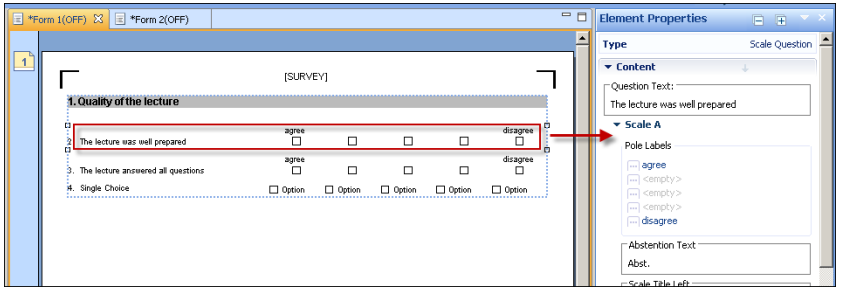

Figure 29: Editing the element properties - example

As well as editing individual elements via the element properties, it is also possible to make settings for the entire form in the right side menu under “Form Properties”.

Here, for example before beginning work, aspects such as fonts and font size for each of the elements on the entire form can be defined, as well as background colors, type of numbering and spacing etc.. All changes made here affect all elements that are subsequently brought onto the form.

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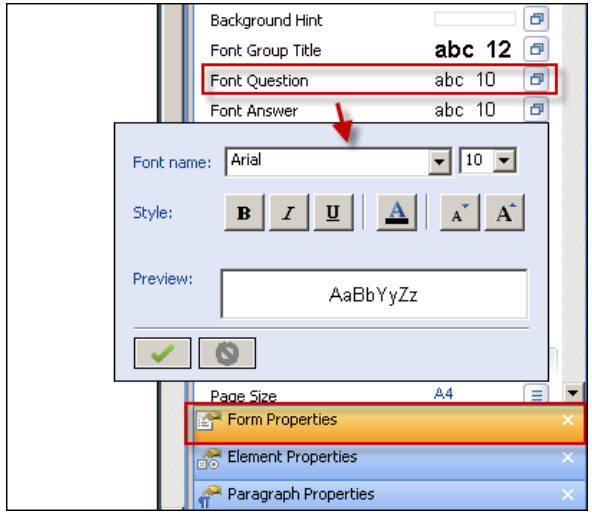

Figure 30: Editing the form properties – example

Note:

As a rule, basic fonts should not be furnished with attributes (bold, italic etc.), so as to avoid double attributes when the element is individually adapted.

Hint:

The corporate design template, selected in the beginning, defines the default values, which can be manually adapted at anytime via the menu “Form Properties”.

The display view of the worksheet area can be adjusted with the aid of different zoom functions. These functions are available in the multifunction bar as well as in the menu “View“.

Figure 31: Zoom functions

Other helpful tools such as a ruler, grid and paragraph borders can be faded in and out.

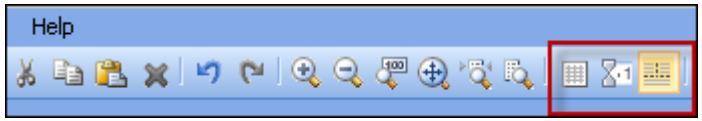

Figure 32: Tools

Note:

Unlike in the VividForms Editor, in the Designer there is no automatic saving after each action. Therefore please remember to regularly save your form whilst working. To do this, use either the save -function in the multifunction bar or in the menu “File” or the key combination Ctrl+S.

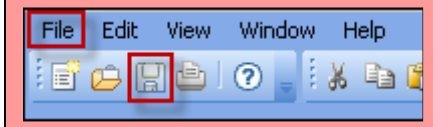

Figure 33: Saving

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3.3. Assigning Page Templates

Before individual elements, such as questions, are brought onto the form, it is possible – if required – to assign another page template to the page currently displayed.

The worksheet area of a newly created form always displays the “Standard Template”, as defined in the form wizard. If you would like to assign the current page another page template, i.e. the start page, follow these steps:

- Click in the left side menu on the submenu “Page Templates”. The menu with all available page templates opens.
- Click with the left mouse button on the desired template, hold the mouse button down and drag the template onto the worksheet.
- Let go of the mouse button. The page template is now superimposed.

Even whilst working with a form, the page template can be changed or retrospectively assigned to a form page at any time.

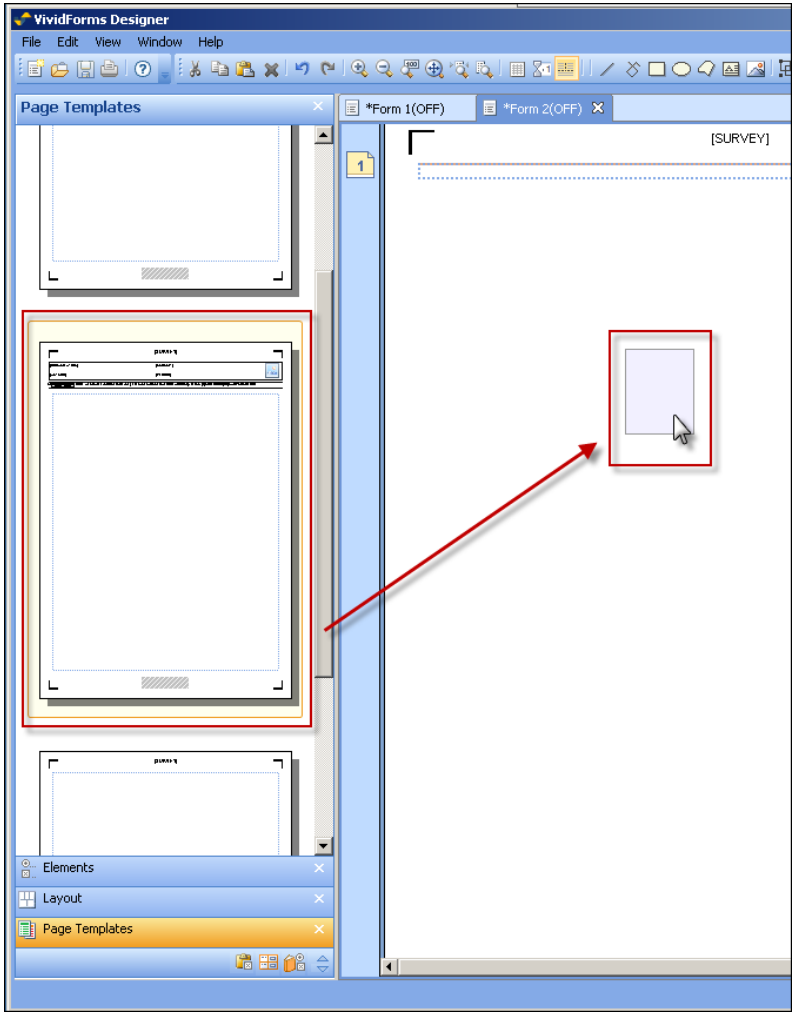

Figure 34: Assigning a page template

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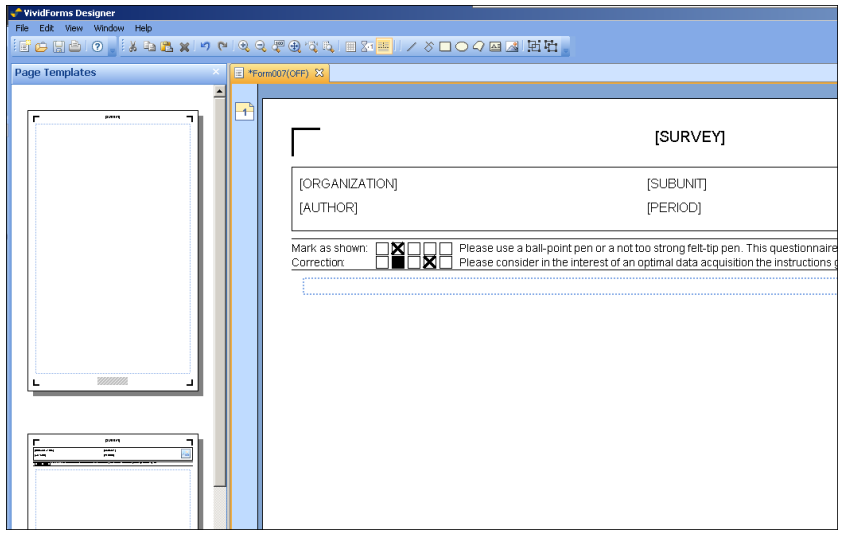

Figure 35: An assigned start page

In addition, page templates can, where required, be edited, which means, if necessary, the placeholders in the header, the instructions for completion etc. can be edited. To edit page templates, please see chapter “C.3 Editing Page Templates”.

Note:

When creating forms in the form wizard, please ensure that you have selected all required page templates. Additional page templates cannot be retrospectively added to a form!

3.4. Adding a Group

Before individual questions are integrated into the form, a group should first be established. A group is a chapter of thematically linked questions on the form. On the basis of these groups Class Climate can execute calculations such as indicators, which are mean values for question groups.

Note:

To be able to use the form in Class Climate, it is obligatory to work with groups, this means that all questions must be assigned to a group.

To integrate a group into the form, follow these steps:

- Open the submenu “Elements” in the left side menu (by default this menu is already open when creating a new sheet)
- In the section “Groups“, click with the left mouse button on the icon “Groups”.
- Hold the left mouse button down and drag the group onto the worksheet.
- Let go of the left mouse button. The group is added to the sheet.

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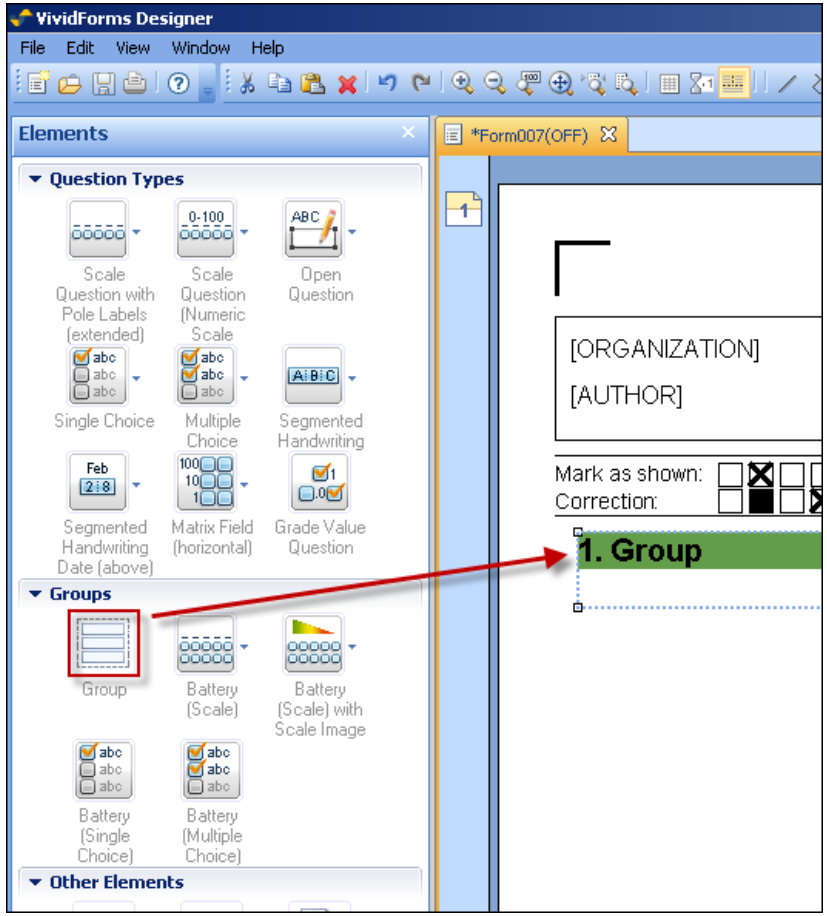

Figure 36: Adding a group to the form

Once the question group has been added, the properties of the group are opened in the right side menu. First enter the title, the heading of the question group.

Hint:

If the properties of the group do not open automatically, click in the right side menu on “Element Properties”.

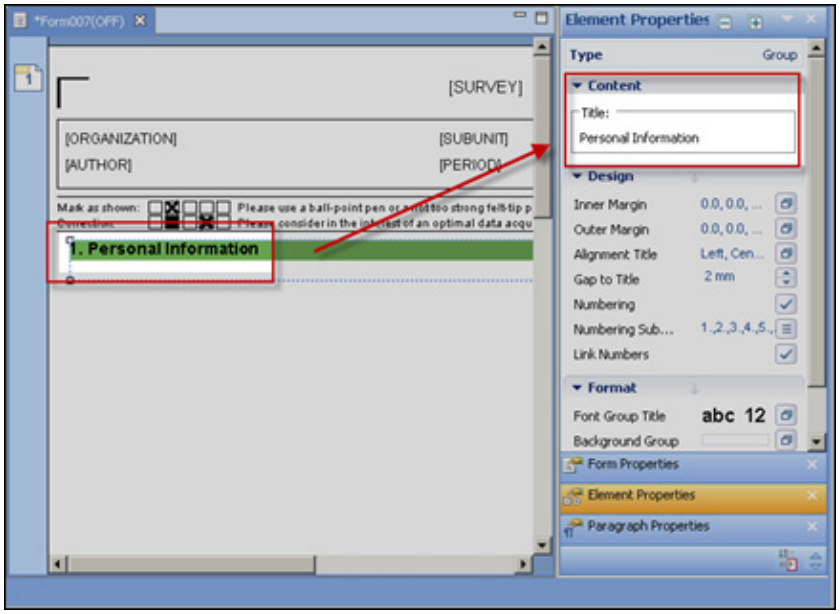

Figure 37: Editing the group title in the right side menu

Via the menu bar the text can be formatted bold, italic or underlined, as required. By clicking on the green checkmark the settings are adopted, clicking on the red circle will cancel the operation.

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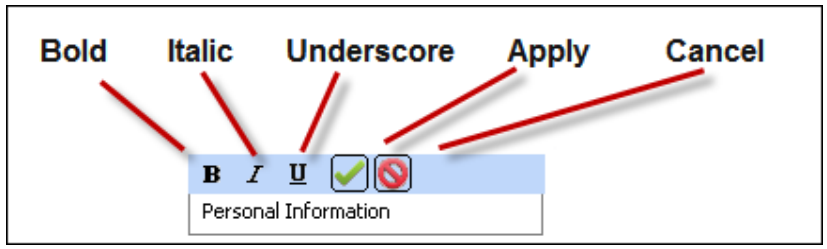

Figure 38: Formatting possibilities of the group title

Alternatively, the question group title can be edited directly on the worksheet. To do this, double click on the group. The text can now be entered directly. Additionally, a menu bar opens enabling the desired formatting to be undertaken.

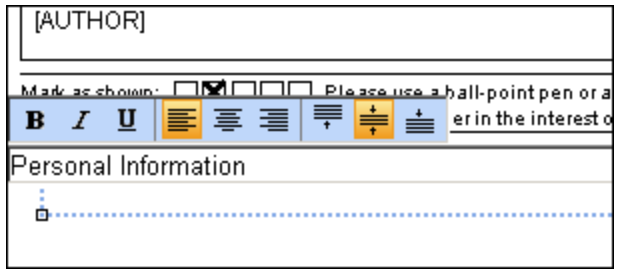

Figure 39: Editing the group title on the worksheet

Beyond this, in the element properties there are

In the section of design and format in the element properties, there are numerous possibilities of customizing the layout of the group:

- In the section “Design” settings for numbering, spacing and margins can be edited.
- In the section “Format”, the font of the group title, the background color of the title and the entire group can be edited, as well as being able to set a border for the group.

Hint:

The properties can be quickly called up by double clicking on the element to be changed.

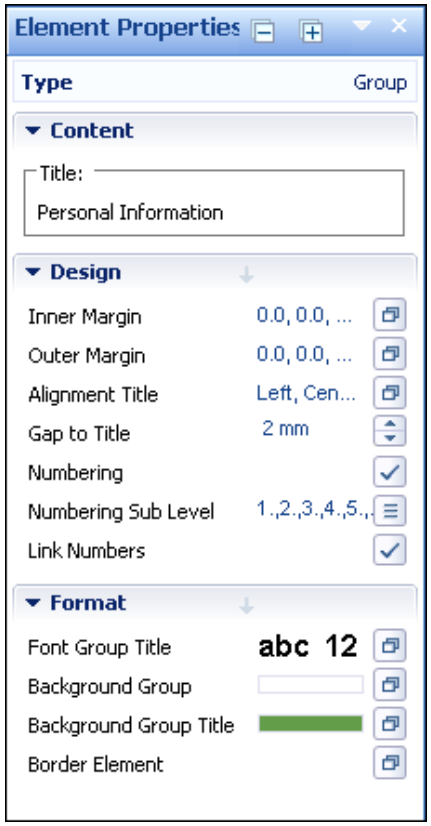

Figure 40: Element properties of the group

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For example, to change the font of the group title, follow these steps:

- Click on the button next to the option “Font Group Title”.
- A window opens in which the settings for fonts and font size as well as formats can be edited.
- The settings are adopted by clicking on the green checkmark.

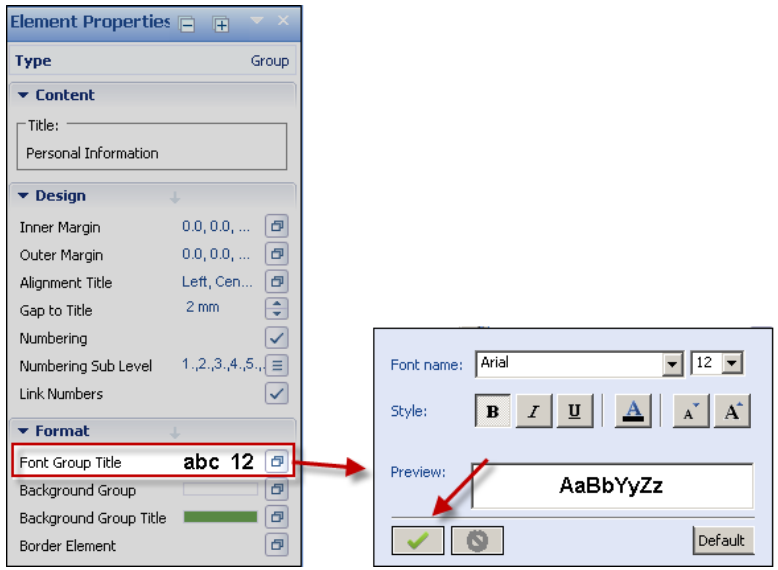

Figure 41: Editing the font of the group title

3.5. Adding a Question

To integrate a question onto the form, in the left side menu open the submenu “Elements”. By default this menu is already open when creating a new form. In the section “Questions”, there are 7 basic question types available:

- Scale question
- Open question
- Single choice question
- Multiple choice question
- Segmented handwriting
- Matrix field
- Grade value

If you want to bring a question onto the form, follow these steps:

- In the section “Questions”, click with the left mouse button on the icon of the question you would like to insert.
- Hold the left mouse button down and drag the question onto the worksheet.
- Let the left mouse button go. The question is inserted onto the worksheet.

To subordinate the question in the group, drag it directly onto the group title. It will now be moved one hierarchy level down and the numbering is automatically adjusted (1. Question group; 1.1. Question).

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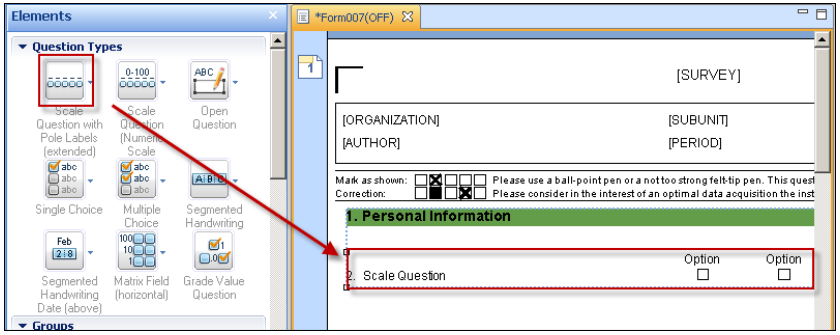

Figure 42: Inserting a question on the form

If you would like to integrate and subordinate further questions in the group on the form, ensure that you drag the question onto (and not under) the previous question.

Note:

Avoid adding questions without them being subordinated in a question group, because otherwise the export order will need to be adjusted before publishing the form (for Export Order see chapter “C.1.4 Export Order”).

There are predefined layout variations available for the different question types. By clicking on the button next to the icon, a drop down menu opens with a selection of variations. Select the variation you want and then pull it onto the form.

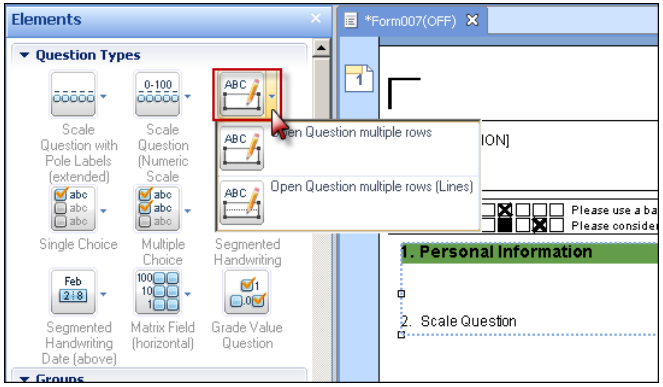

Figure 43: Selecting a layout variation

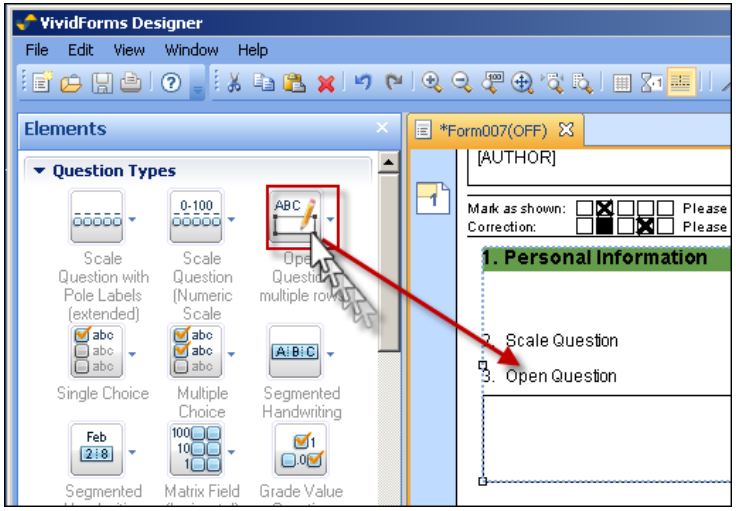

Figure 44: Bringing a layout variation on the form

An overview of all available question variations complete with a display of their layout can be found in appendix I Overview of the Question Types.

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Once a question is inserted onto the form, the properties of the question open in the right side menu. In the section “Content”, the question text can be altered.

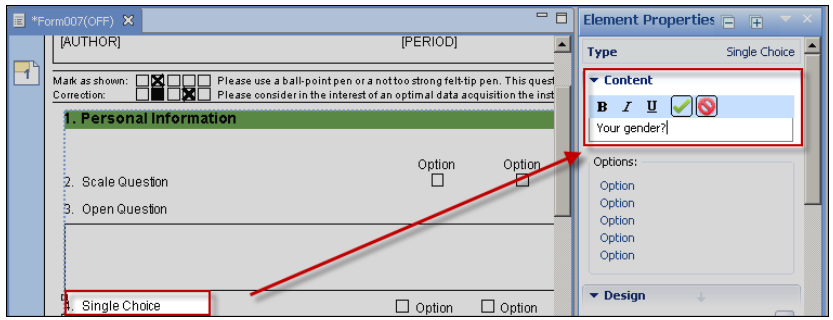

Figure 45: Altering the question text

As in the group, different kinds of formatting options (bold, italic and underlined), are available. By clicking on the green checkmark, the settings are applied, clicking on the red circle, the operation is cancelled.

Figure 46: Input window question text

Depending on the question type chosen, further settings and adjustments either can or must be undertaken in the elements properties

3.5.1. Scale Question

Regarding scale questions, beyond the question text itself, the following areas can/must be edited:

- Scale labeling (Pole labels or scale title, where applicable the pole images or scale image)
- If appl. Abstention and abstention text
- If appl. Number of answer options
- If appl. Setting a double scale

All other options in the section of the element properties such as fonts, background colors, margins etc, are optional layout settings. These are described in more detail in “Extended Functions” (see chapter “C.1 Element Properties”).

Scale Labeling

Scale questions can be presented with different kinds of scale labeling. Altogether there are four different kinds of labeling:

- Pole labels (left/right)
- Pole labels (top)
- Pole labels (extended)
- Scale title

In addition, a scale image can be inserted above the scale, if so desired. As well as pole labels, pole images can also be used.

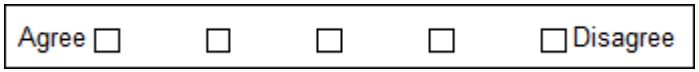

Figure 47: Pole labels (left/right)

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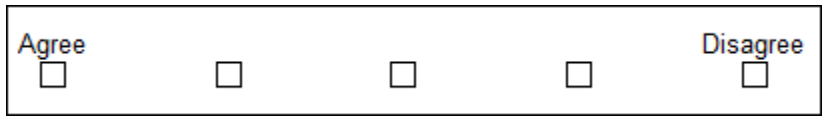

Figure 48: Pole labels (above)

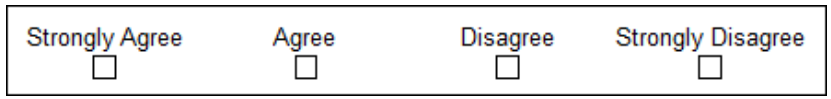

Figure 49: Pole labels (extended)

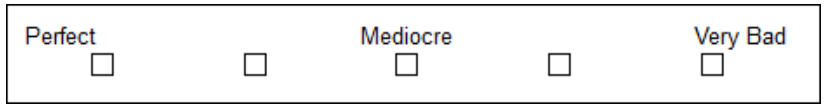

Figure 50: Scale Title

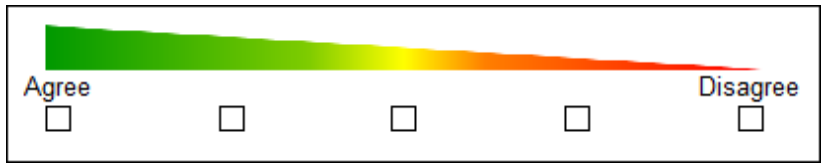

Figure 51: Scale image and Pole labels (above)

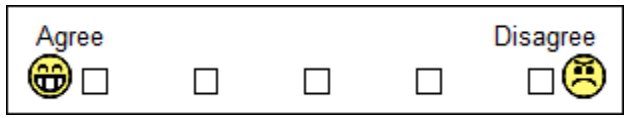

Figure 52: Pole image and Pole labels (above)

There are premade layouts available for all of these options when selecting the question types, so that only the texts, the pole or scale title need be edited.

The **Pole labels** can be edited in the right side menu in the section “Content”, under “Scale A”:

- Click on the first option and enter the text for the left pole.
- Then click on the second option and enter the text for the right pole.
- Finally, click on the green checkmark to apply the changes.

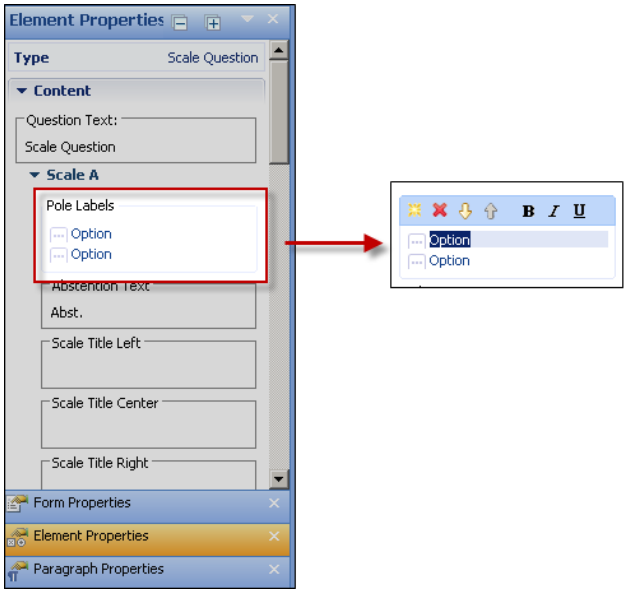

Figure 53: Editing the pole labels

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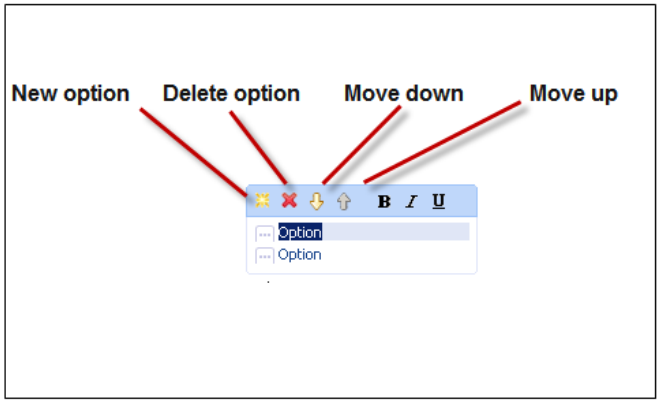

Figure 54: Editing possibilities for pole labels

By clicking on the star in the upper menu bar, an additional option can be added, by clicking on the cross, a marked option can be deleted. With the aid of the up and down arrows, the order of the options can be retrospectively changed.

The position of the pole labels (above the scale, to the left or right) are determined by the prescribed question layout. It can be changed retrospectively via the menu point “Scale labeling” in the section “Design/Scale A”:

- Click on the icon in the menu “Scale Labeling”.
- In the section “Type”, select the option “Pole” if the texts are to be displayed to the left and right of the scale.
- Select the option “Answer Options”, if the texts are to be displayed above the scale.
- Click on the green checkmark to apply the changes.

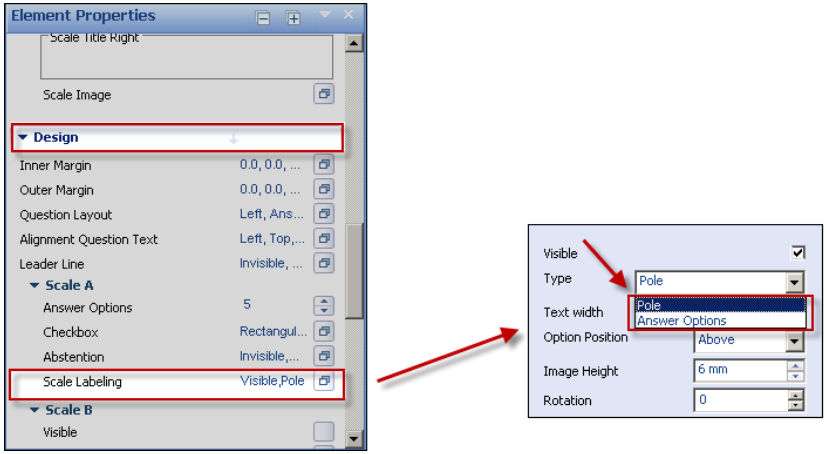

Figure 55: Position of the pole labels

To create **extended pole labels** , which are pole labels displayed above each checkbox, follow the same steps as described above for pole labels, however, you can enter not only two, but as many options as the scale question has answers. Each option is then automatically aligned above the checkbox.

To align the pole labels vertically or slanted as opposed to horizontally the degree of inclination can be individually defined:

- Click on the icon “Scale Labeling” in the menu.
- In the section rotation, select the required degree of inclination (positive inclination = slanted left; negative inclination= slanted right).
- Click on the green checkmark to apply the changes.

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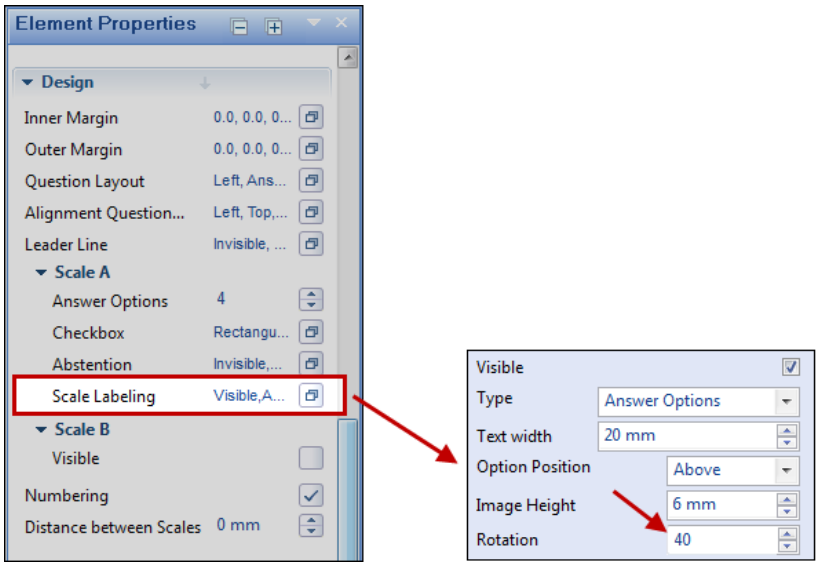

Figure 56: Inclination for pole labels

The inclined pole labels are displayed on the form.

Figure 57: Inclined extended pole labels

Additionally, or as an alternative to pole labels, **Scale Titles** can be used to label the scale.

With scale titles, as well as the left and right end, the middle of the scale is also labeled.

In the section “Content/Scale A”, enter the required labeling in the three input fields for the scale title, each time clicking on the green checkmark to adopt the labeling changes.

Now the titles are displayed on the left, right and in the middle, above the scale.

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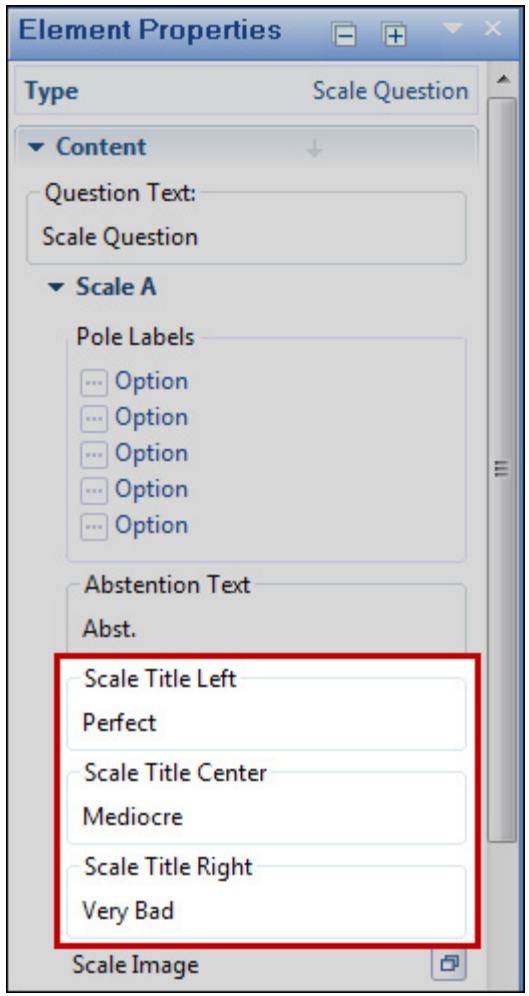

Figure 58: Editing the scale text

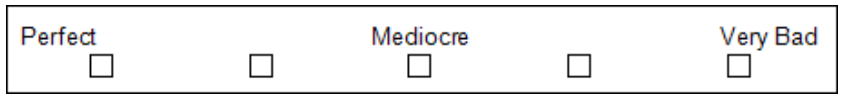

Figure 59: Scale question with scale titles

Additionally, pole labels can be supplemented with **Pole Images**.
To add a pole image to a pole label, follow these steps:

- In the section “Pole Labels” click on the button with the three dots next to respective pole label.
- The image gallery opens a selection window with a number of available images. Select the desired image.
- Click on the green checkmark. The image is now displayed next to the pole label.
- Repeat the steps for the second pole image.
- Then click on the green checkmark in the menu bar over the pole labels to make the changes visible on the form.

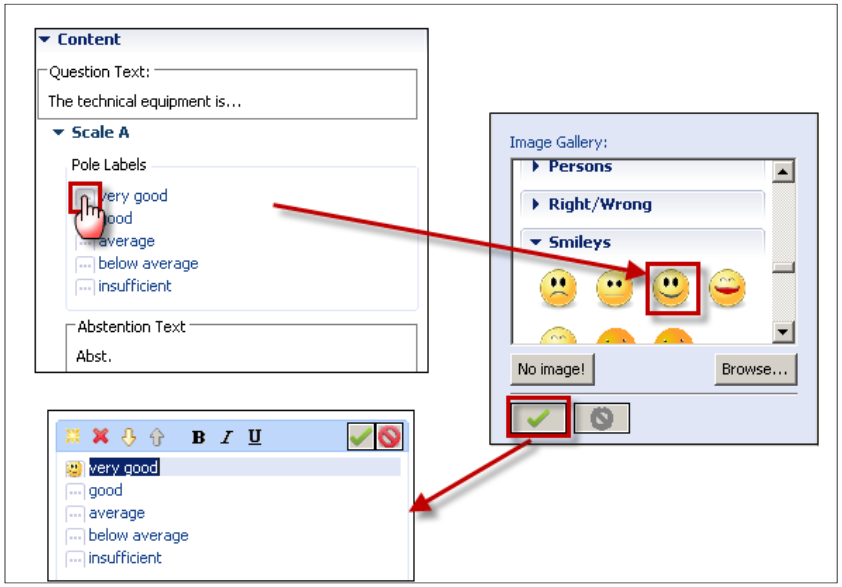

Figure 60: Adding pole images

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Instead of using the images in the image gallery, you can, if desired, use your own images:

- To do this, click in the image gallery on the button [Load…].
- Select the image that you want to upload.
- Click on [Open].
- The image is now displayed next to the pole label. Click on the green checkmark to apply the changes to the form.

Note:

The images must be uploaded as one of the following formats:

- jpg
- png
- gif
- tiff
- windows bmp
- windows ico
- os2 bmp

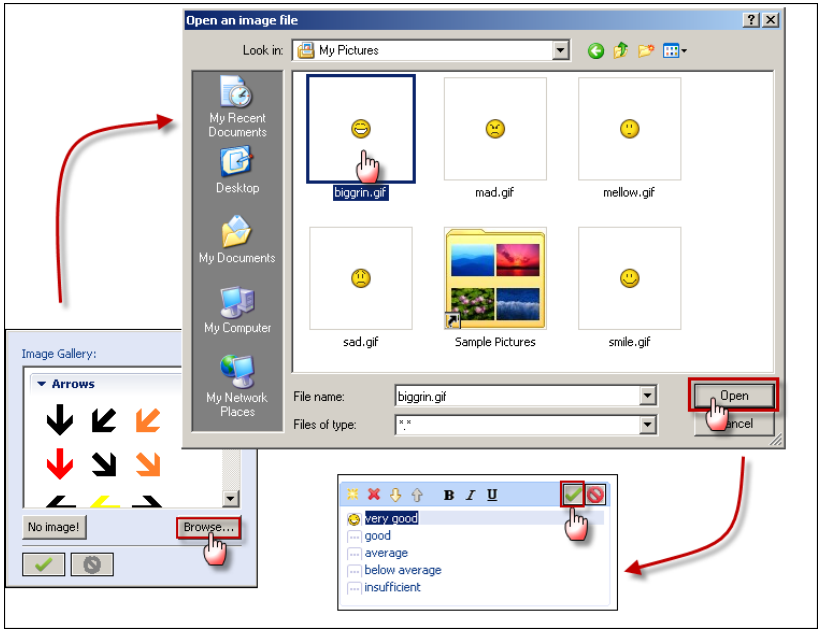

Figure 61: Adding pole images

As well as the pole images, there is also the possibility to insert a scale image over the entire width of the scale:

- To do this, click in the section “Content/Scale A” on the button next to the option “Scale Image”.
- Select the desired scale image.
- Click on the green checkmark to apply the settings.

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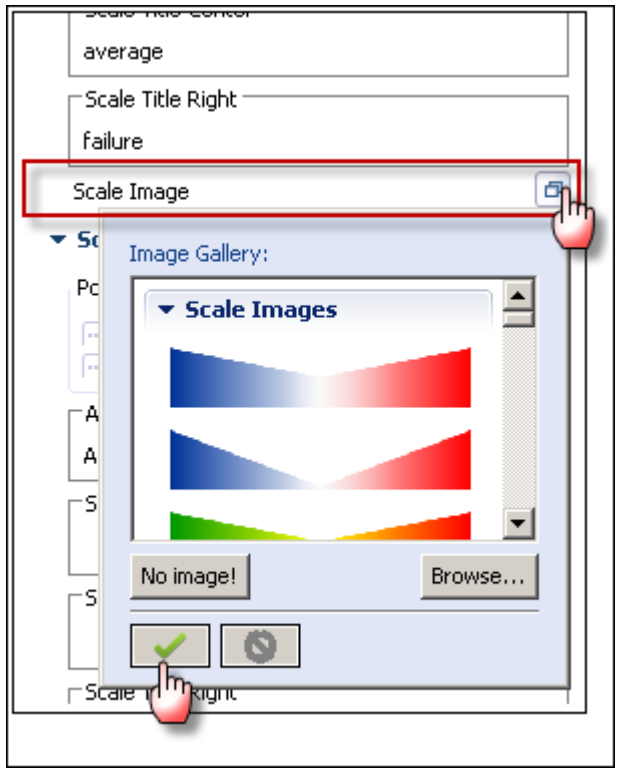

Figure 62: Adding pole images

If necessary, your own scale images can be uploaded into the image gallery. To do this, see the instructions for uploading pole images described above.

Abstention/Abstention text

To supplement a scale question with an additional abstention box, follow these steps:

- Click in the element properties in the section of “Design/Scale A” on the button next to the option [Abstention]
- In the window that then opens, activate the option “Visible”.
- Apply the settings by clicking on the green checkmark.

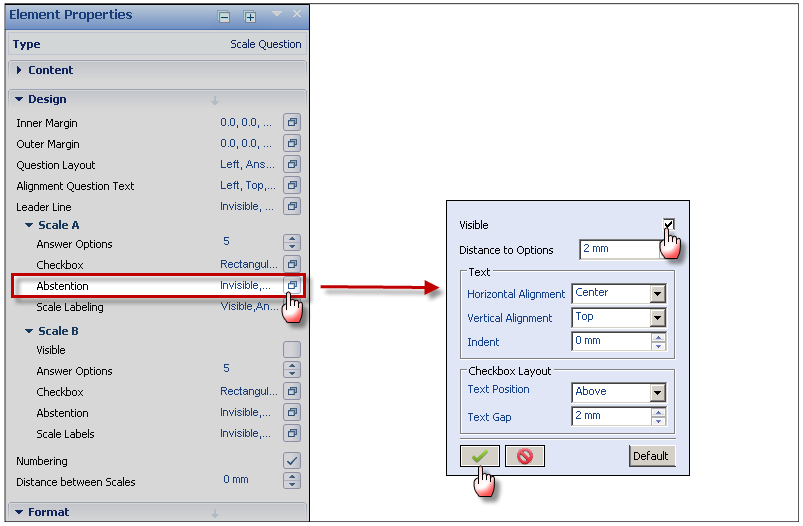

Figure 63: Activating the abstention

The text for the abstention can be edited in the element properties in the section “Content/ Scale A”:

- Click in the field and enter your desired text.
- Apply your input with a click on the green checkmark.

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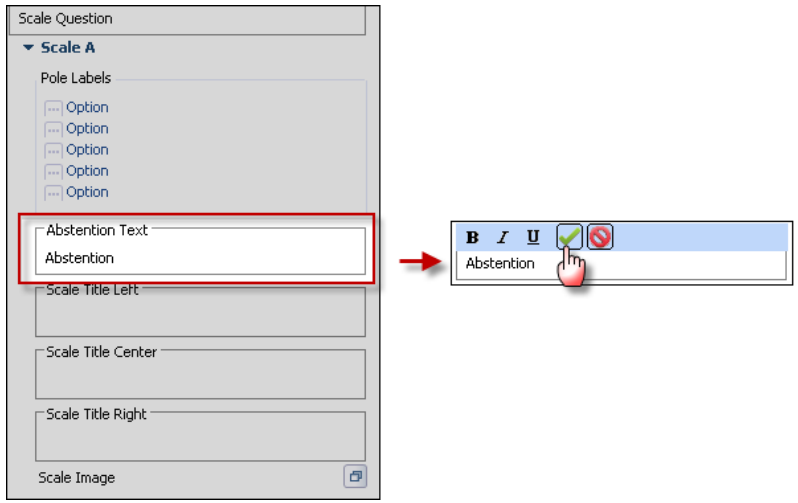

Figure 64: Editing the abstention text

The abstention is now displayed as a separate option together with its label, next to the actual scale.

Figure 65: Abstention on the form

Number of Answer Options

If necessary, the number of answer options, which means the length of the scale for the scale question, can be edited. Increase or decrease the number of checkboxes by clicking on the arrow buttons in the element properties in the menu “Design/Scale A” in the option “Answer Options”. Each mouse click increases or decreases the number of answer options by one checkbox.

Alternatively you can enter the number of answer options directly, by clicking on the preset number and entering the number required.

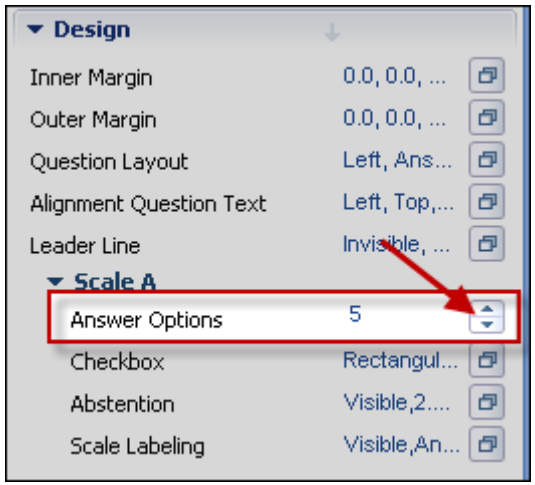

Figure 66: Editing the number of answer options

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Dual Scale

As in VividForms Editor, it is also possible to establish dual scale questions in the Designer. Unlike in the Editor, in the Designer only one scale question with a question text is created, for which two scales can be faded in.

In the area of predefined questionnaire layouts there is a template (“Scale Question with Double Scale”) already available.

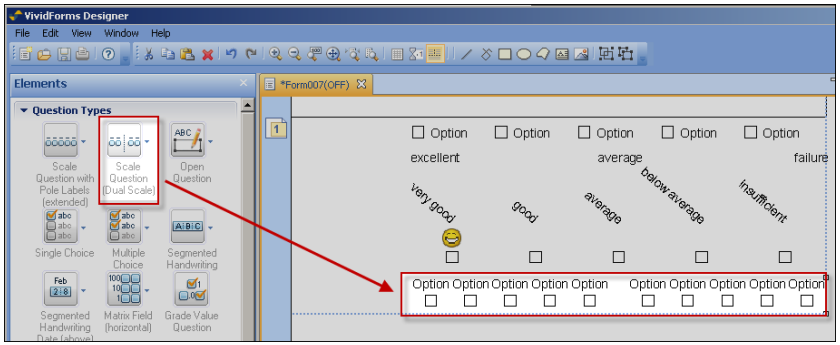

Figure 67: Scale question with double scale

To create a dual scale question on the form, click on the corresponding template and drag it onto the form.

The question text as well as the pole labels of both scales can be edited separately in the “Content” section of the element properties.

In the section “Scale A” the settings for the left side of the scale are made, in “Scale B”, for the right side.

Also, in the section “Design”, both scales can be edited separately.

Note:

In order for Class Climate to evaluate the double scale, the scale length of both scales must be uniform and include between 4-6 checkboxes.

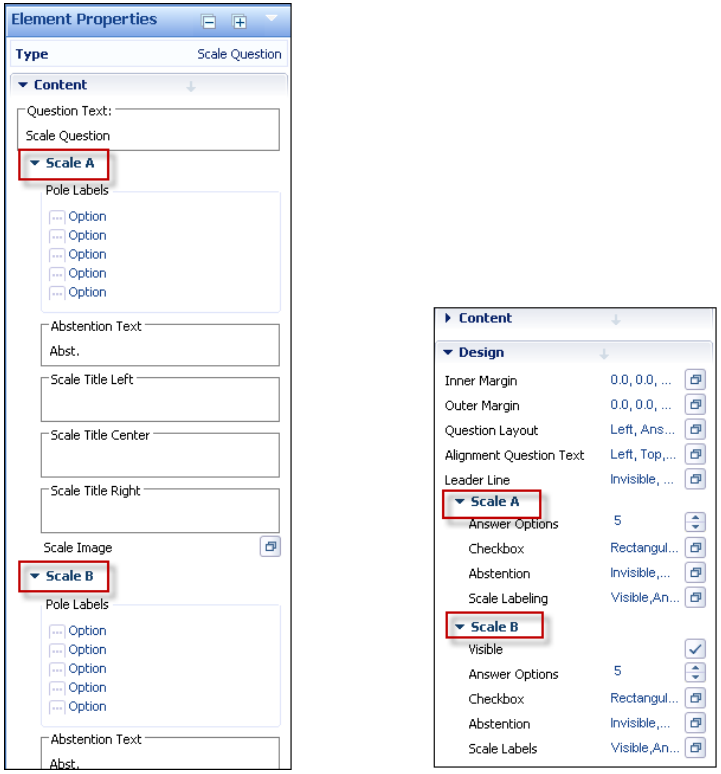

Figure 68 a and b: Editing scales for dual scale

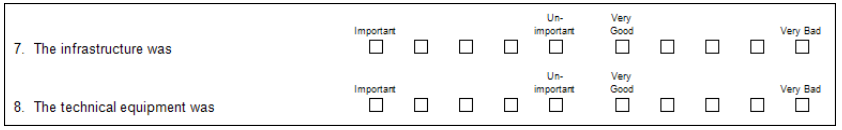

Figure 69: Example dual scale

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Hint:

Any arbitrary scale can be changed to a dual scale by activating the visibility of Scale B in the element properties, under Design.

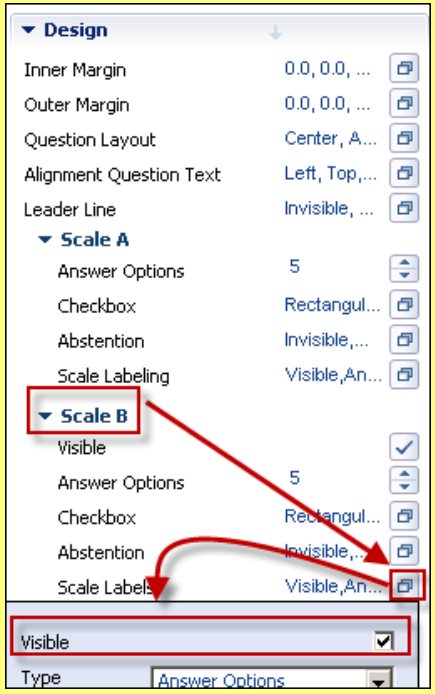

Figure 70: Activating a dual scale

3.5.2. Open Question

In open questions, the number as well as the height of the answer lines can be set. Both options can be found in the element properties of open questions in the section "Design":

- To increase or decrease the height of the answer line, click on the arrows next to the option "Height Answer Line". Alternatively, the height can be entered directly in millimeters.
- To increase or decrease the number of answer lines click on the arrow next to the option "Number Answer Lines". The number of lines can also be entered directly.

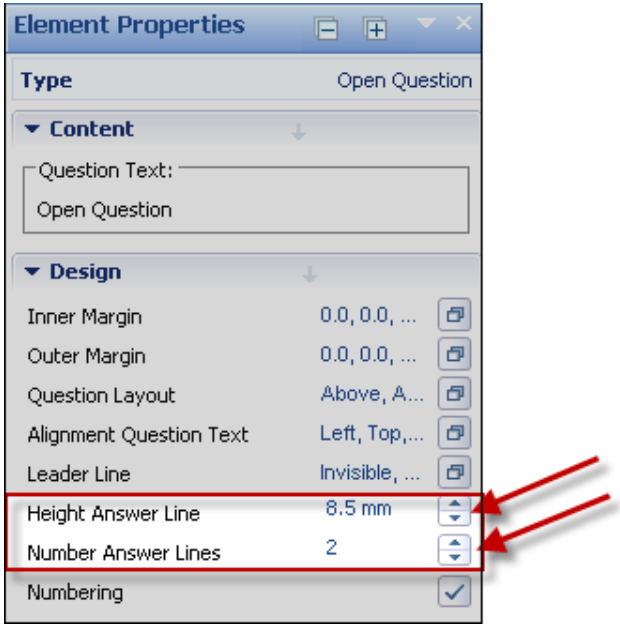

Figure 71: Editing the height and number of answer lines

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3.5.3. Single Choice /Multiple Choice Questions

In single choice and multiple choice questions, the number and text of the answer options must be deposited. Further, if necessary, the order of checkboxes on the form can be edited.

Answer Options

The answer options can be edited in the element properties in the section “Content”:

- Click one after the other of each option and enter the required text.
- Then click on the green checkmark to apply the changes.

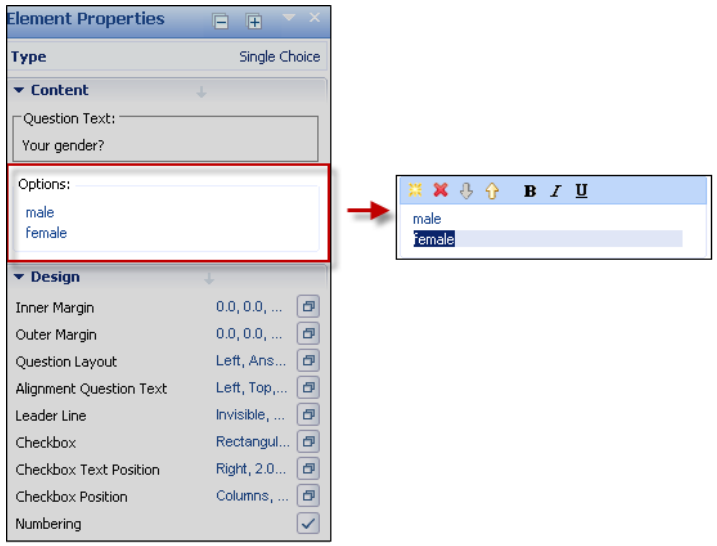

Figure 72: Editing answer options

Additional options can be added by clicking on the star in the top menu bar, by clicking on the cross, a marked option can be deleted. With the aid of the up and down arrow buttons, the order of the options can be changed retrospectively.

Position of Checkboxes

The position of checkboxes can be edited in the section “Design” under the menu item “Checkbox Position”. Click on the button next to the option. A selection window opens.

In the section “Placement” two options are available: “Columns” and “Text Length”.

When displaying in columns, each option is positioned in columns on the form. The number of columns as well as the gap between columns and rows can be adjusted in the area under these menu items.

If the option “Text Length” is selected, as many options as possible are automatically positioned next to each other, which means the options are positioned over the entire width of the page.

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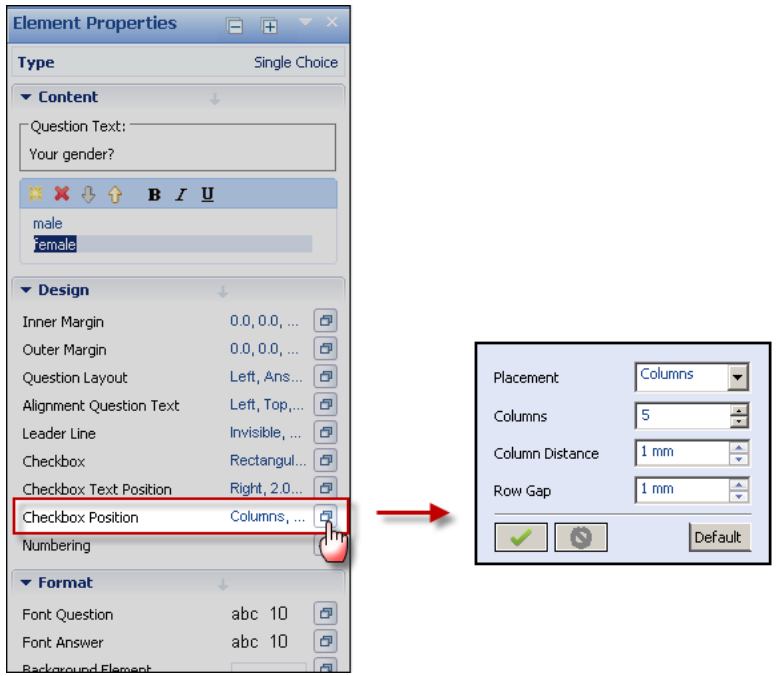

Figure 73: Editing the position of checkboxes

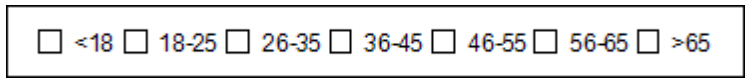

Figure 74: Selecting "Text Length"

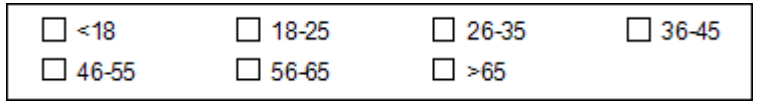

Figure 75: Positioning in four columns

3.5.4. Segmented Handwriting

In order to capture segmented handwriting, different pre-made layouts are available under "Elements", i.e. for capturing a forename and surname, a date or an amount (see the list of layout variations in appendix I).

If necessary, the layout of these templates can be edited under the menu item "Pattern" in the element properties. Click in the input field to edit the preset pattern.

The rules for creating a pattern can be retrieved by clicking on the button with the question mark in the menu bar (see the next figure). With control characters, valid entries (letters, numbers) and the position of the descriptive text (above/below the segments) can be controlled.

In the following example the pattern of a date is presented: ^"Day"NN" . "^"Month"NN" . "^"Year"NNNN

In the pattern, "N" stands for a "numerical value". Therefore, a number is expected. The descriptive text, which should be displayed above the segments, is set in inverted commas. The control character ^ positions the text above the segments.

For exact information, see the explanations for making patterns in chapter "C. Advanced Functions".

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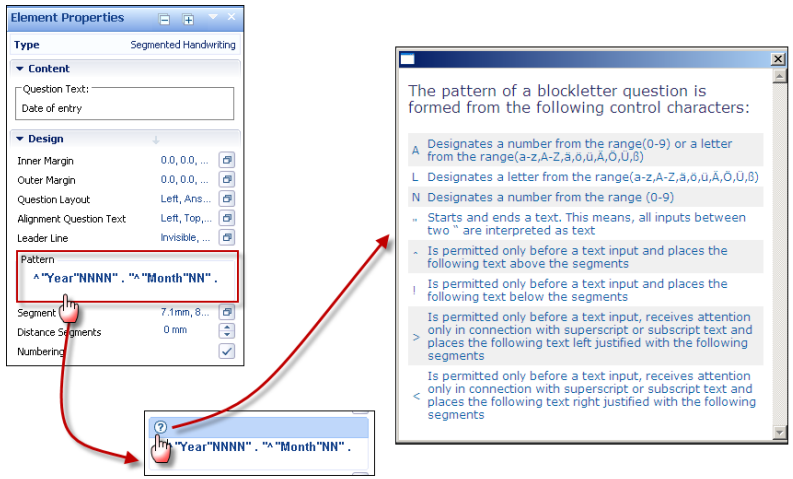
Element Properties
Type
Segmented Handwriting
Content
Question Text:
Date of entry
Design
Inner Margin
Outer Margin
Question Layout
Alignment Question Text
Leader Line
Pattern
^"Year"NNNN" . "^"Month"NN" .
Segment
Distance Segments
Numbering
The pattern of a blockletter question is formed from the following control characters:
A Designates a number from the range(0-9) or a letter from the range(a-z,A-Z,ä,ö,ü,Ä,Ö,Ü,ß)
L Designates a letter from the range(a-z,A-Z,ä,ö,ü,Ä,Ö,Ü,ß)
N Designates a number from the range (0-9)
" Starts and ends a text. This means, all inputs between two " are interpreted as text
- Is permitted only before a text input and places the following text above the segments
! Is permitted only before a text input and places the following text below the segments
> Is permitted only before a text input, receives attention only in connection with superscript or subscript text and places the following text left justified with the following segments
< Is permitted only before a text input, receives attention only in connection with superscript or subscript text and places the following text right justified with the following segments
^"Year"NNNN" . "^"Month"NN" .

Figure 76: Editing the pattern

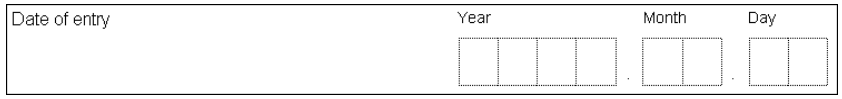

Figure 77: Displaying the question on the form

3.5.5. Matrix Field

The orientation of the matrix field (horizontal or vertical), as well as the number of digits or series of numbers to be captured can be edited. Both possibilities can be found in the element properties of the matrix field in the section “Design”.

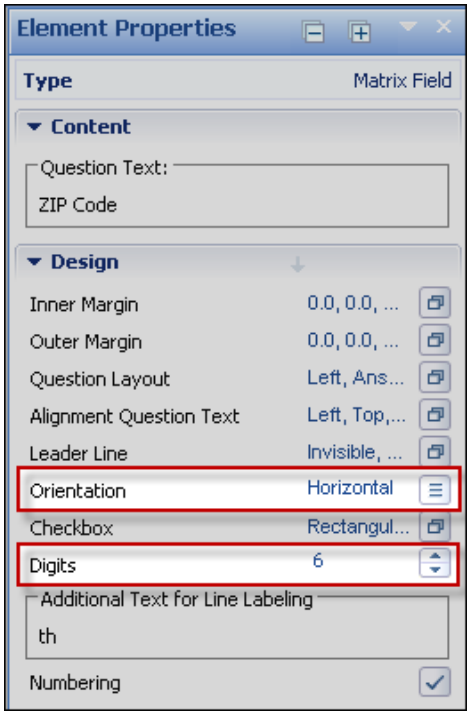

Figure 78: Editing orientation and digits for a matrix question

To edit the number of digits, click on the arrow button next to the option “Digits” Alternatively, you can enter the desired number of digits directly.

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To change the orientation, click on the button next to the option “Orientation”. Select the desired option from the drop down list (horizontal or vertical).

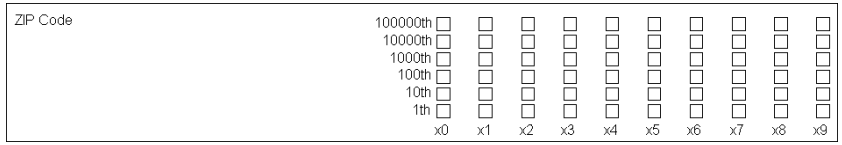

Figure 79: Horizontal matrix question

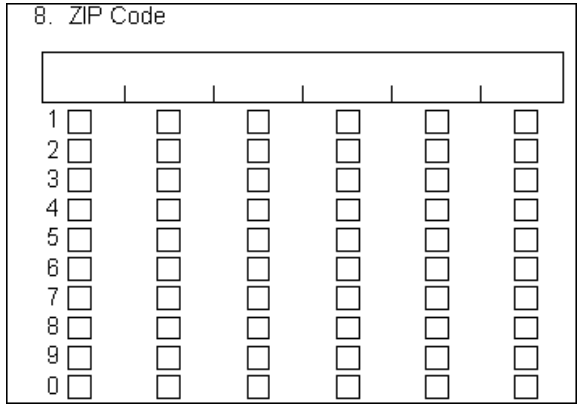

Figure 80: Vertical matrix question

3.5.6. Grade Value Question

With regard to grade value questions, as a rule, apart from the question text, no other editing is usually necessary.

In the upper line the queried grade value before the decimal point is indicated, in the lower line the position after the decimal point

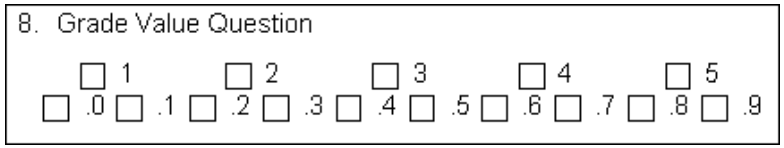

Figure 81: Grade value question

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3.6. Adding Other Elements

In the left side menu “Elements” in the section “Other Elements” other additional types of elements can be found, which can be brought onto the form:

- Image
- Hints
- Notes
- Trim line

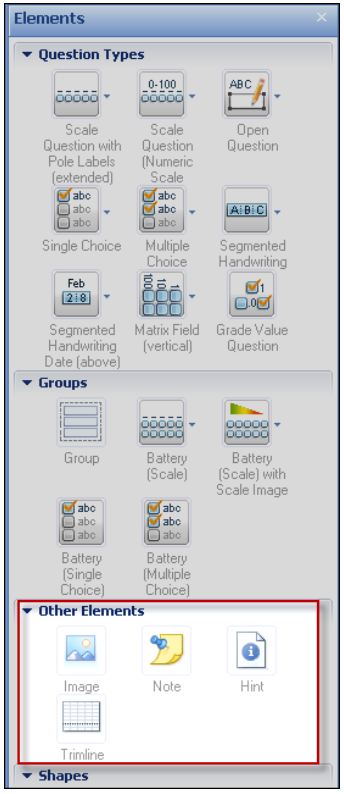

Figure 82: Other elements

3.6.1. Image

To integrate an image onto the form, click in the left side menu on the option “Image” and drag the element onto the worksheet. In the right side menu the properties of the element are opened. An image can be selected or uploaded here, as well as the size and position of the image edited.

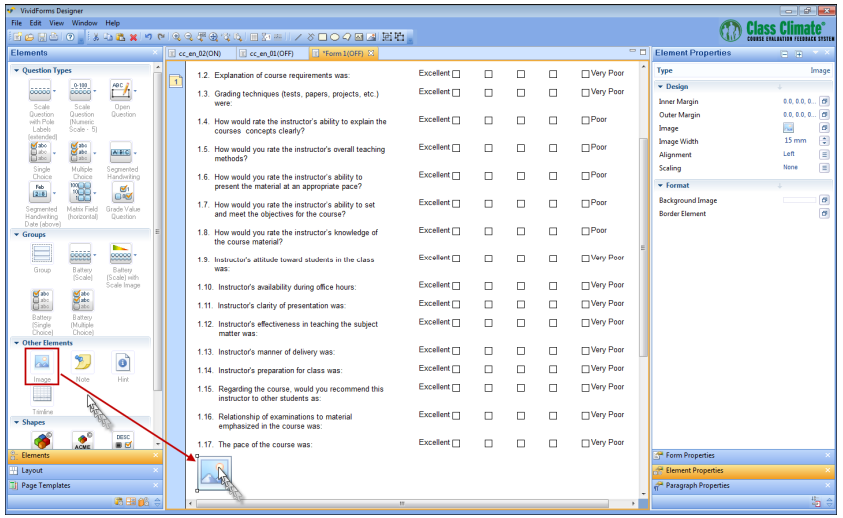

Figure 83: Adding an image

Selecting an Image

- Click on the button next to the option “Image”.
- The image gallery opens.
- Select the desired image and click on the green checkmark to apply the image.

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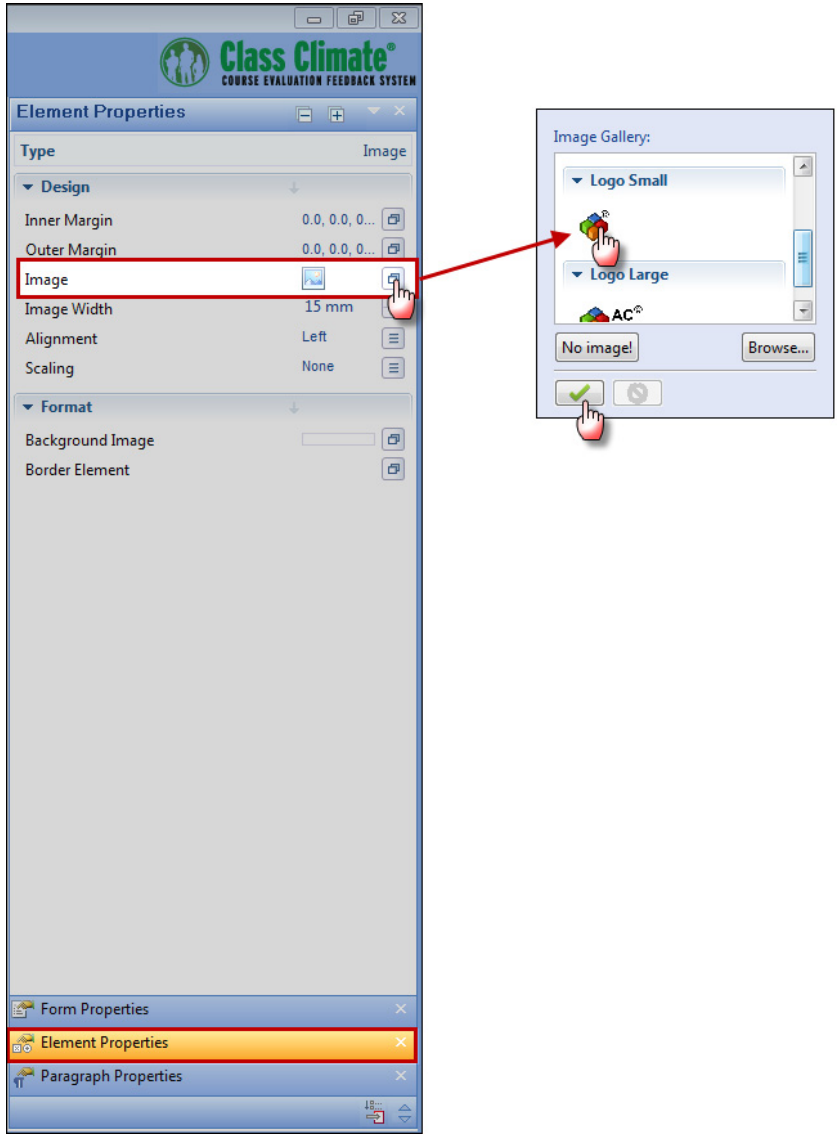

Figure 84: Selecting an image

Instead of the images in the image gallery, you can, where necessary, use your own images.

- To do this, click in the image gallery on the button [Browse…].
- Select the image you wish to upload.
- Click on [Open].
- The image is now displayed next to pole label. Click on the green checkmark to apply the changes to the form.

Note:

The images must be uploaded as one of the following formats:

- jpg
- png
- gif
- tiff
- windows bmp
- windows ico
- os2 bmp

Width, Alignment und Scaling

Via the menu items “Image Width”, “Alignment” and “Scaling”, the position and size of the image can be edited. Click on the corresponding button:

- Image width in millimeters
- Alignment: Left, Center and Right
- Scaling: None, Horizontal

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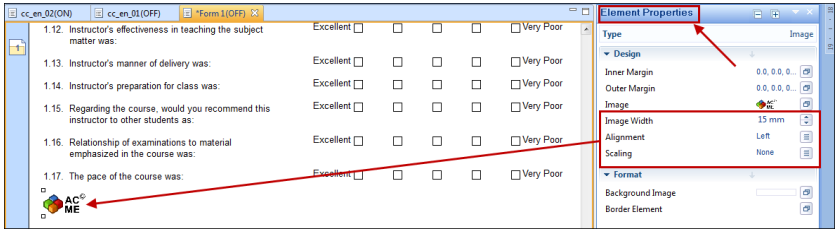

Figure 85: Editing alignment and scaling

3.6.2. Notes

Notes are free texts with whose help explanatory or welcome texts can be integrated onto the form.

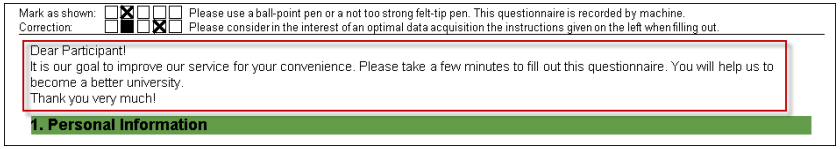
Mark as shown:
Correction:
Please use a ball-point pen or a not too strong felt-tip pen. This questionnaire is recorded by machine.
Please consider in the interest of an optimal data acquisition the instructions given on the left when filling out.
Dear Participant!
It is our goal to improve our service for your convenience. Please take a few minutes to fill out this questionnaire. You will help us to become a better university.
Thank you very much!
1. Personal Information

Figure 86: Notes on the form

In the left side menu click on the option “Notes” and drag the element onto the worksheet. Via the element properties in the right side menu the text, the font and formatting as well as the text alignment can be edited.

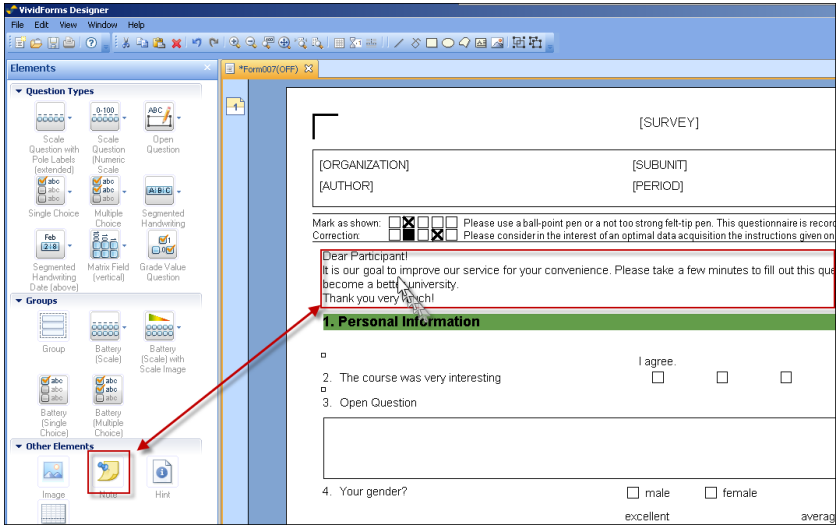

Figure 87: Adding a note

To edit the font, open the menu item “Font Note” in the right side menu. Here such properties as font, size and color as well as the format can be edited.

Where necessary, the note can also be furnished with a colored background.

To edit the alignment of the note, open the menu item “Text Alignment” in the right side menu. The horizontal or vertical positioning of the note on the sheet as well as indention can be set.

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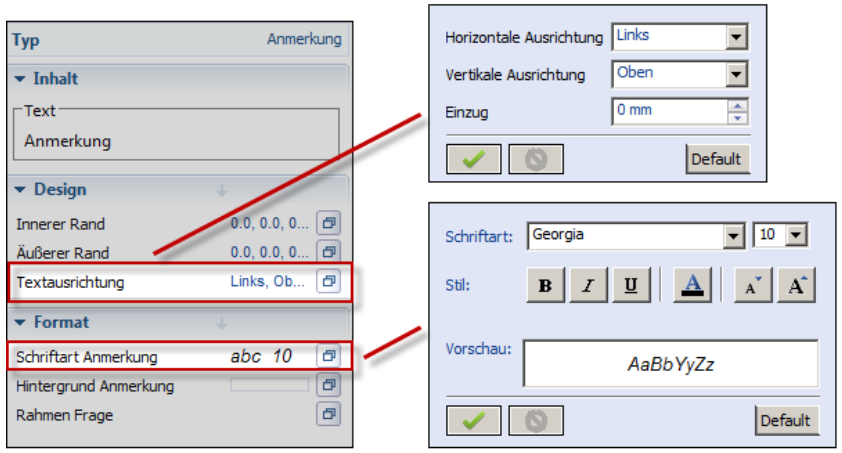

Figure 88: Editing font and alignment

3.6.3. Hint

A hint is a free text which is visually supported by an image.

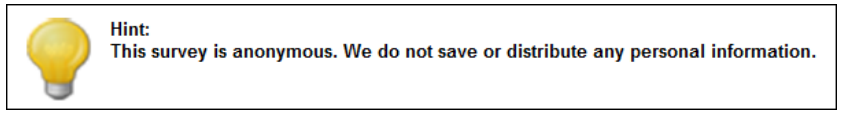

Figure 89: A hint on the form

To add a hint, click in the left side menu on the option “Hint” and drag the element onto the worksheet.

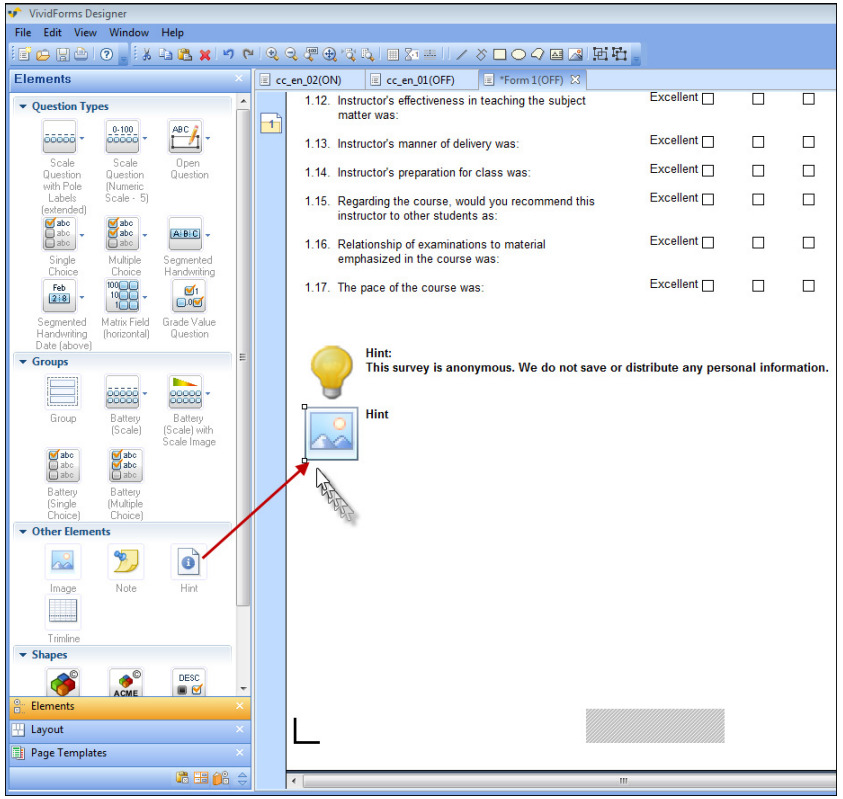

Figure 90: Adding a hint

In the elements properties in the right side menu, amongst other things, the text and an image can be added, size and alignment of the image can be adjusted and the font of the hint text can be edited.

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Add Image

- Click on the button next to the option “Image”.
- Select one of the images from the gallery or upload your own via the button [Browse…].
- Click on the green checkmark to apply the settings.

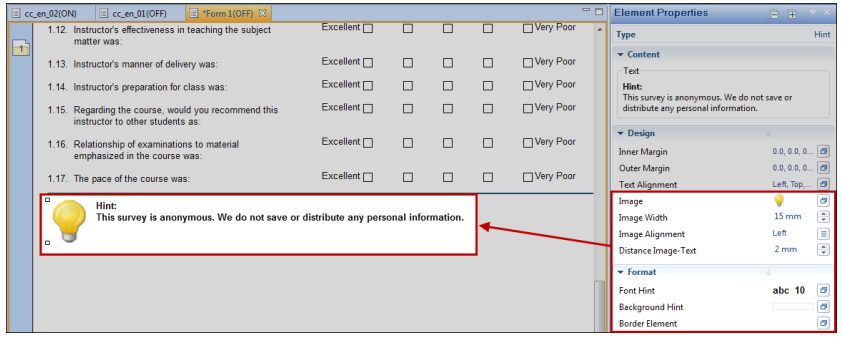

Figure 91: Editing image and hint text

Edit Image and Text

- In order to change the size of the image, increase or decrease the size via the arrow buttons next to the option “Image Width”.
- To edit the alignment (left or right next to the text), click on the button next to the option “Alignment” and select the desired option.
- The distance between the image and the text can be increased or decreased via the arrow buttons next to the option “Distance Image-Text”.
- To edit the text of the hint, click on the button next to the option “Font Hint”.
- A background color for image and text can be added with a click on the button next to the option “Background Hint”.

3.6.4. Trim line

With the aid of a trim line, individual areas of the form can be separated from each other with a horizontal line.

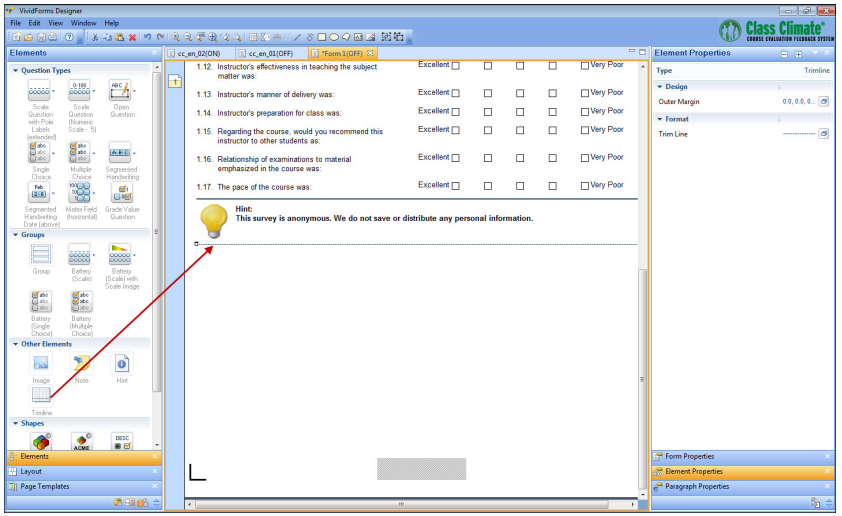

Figure 92: Add a trim line

To add a trim line, click in the left side menu on the option “Trim line” and drag the element onto the worksheet.

The layout of the trim line can be edited in the right side menu via the button next to the option “Trim Line”. Here you can set the desired line color, style and thickness of the line. A click on the green checkmark applies the settings.

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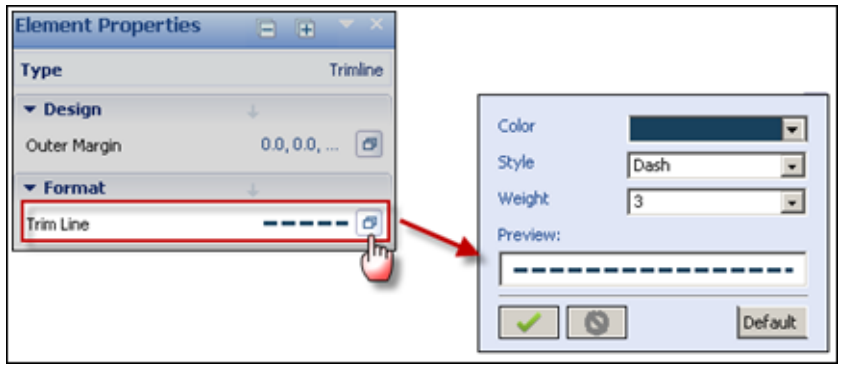

Figure 93: Edit the trim line

3.7. Shapes

In the left side menu under “Elements” in the last submenu “Shapes”, placeholder elements can be found which can be added to the form.

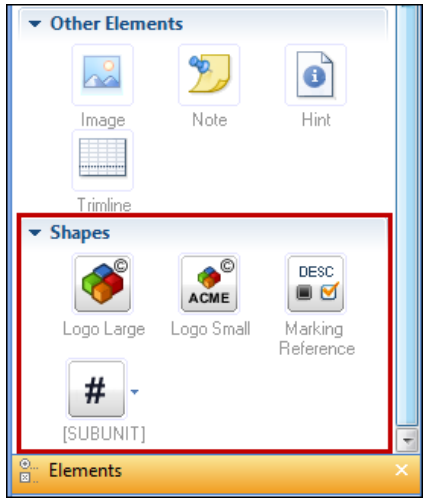

Figure 94: Submenu Shapes

3.7.1. Logo Large/ Logo Small

Here a large or small logo defined in the corporate design template can be added to the questionnaire via drag-and-drop.

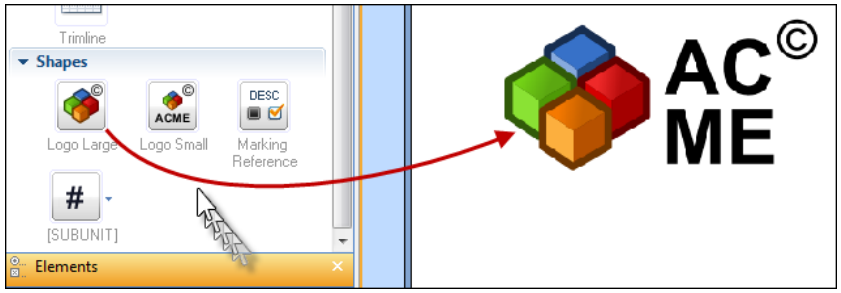

Figure 95: Adding a logo

In the right side menu, in the menu “Form Properties/Format” the desired standard logo can be selected or uploaded.

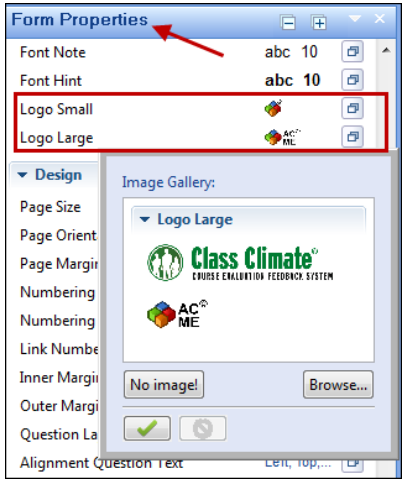

Figure 96: Select standard logo

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3.7.2. Marking Reference

With the element “Marking Reference”, a text block with instructions on completing the form for electronic capturing can be added to the questionnaire.

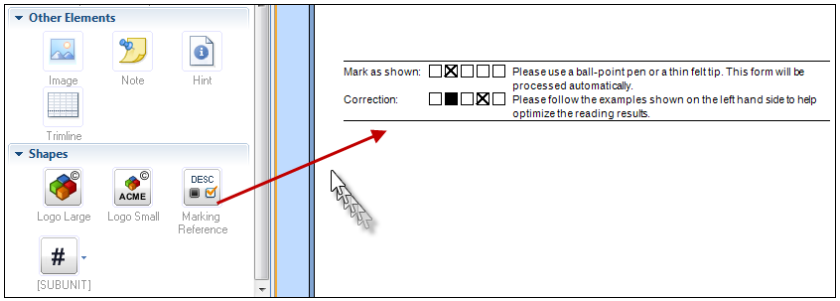

Figure 97: Marking Reference

The test can subsequently be adapted in the element properties or directly in the element (double click) itself.

Note:

Bearing good results in mind, it is wise to add the marking reference for completing the form at least once. Generally, the marking text is included in the page template (start page).

3.7.3. Placeholder

With the element Placeholder, text elements can be added which, when generating a survey in the hard copy procedure, are dynamically filled by Class Climate.

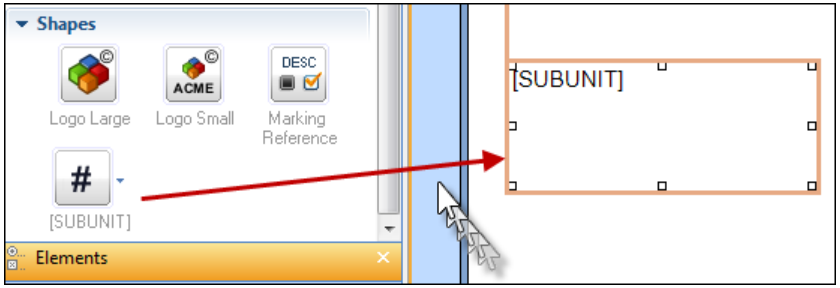

Figure 98: Placeholder

The desired placeholder can be selected after expanding the menu via the arrow symbol. After being selected, the placeholder can be “dragged and dropped” onto the form. Draw the border around the placeholder wide enough that the expected text length of the placeholder is not cut off.

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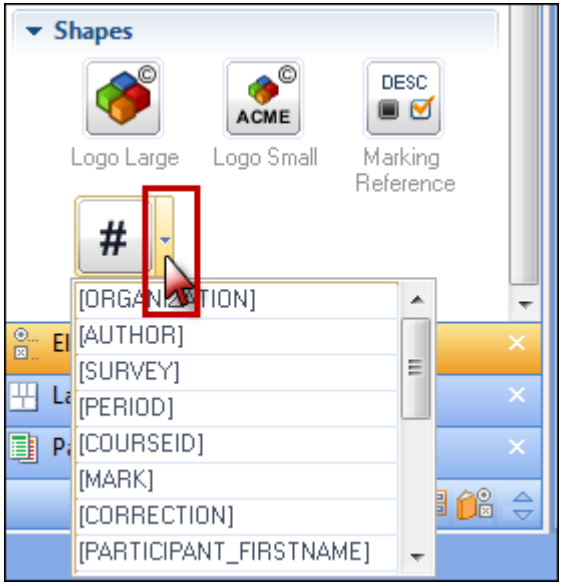

Figure 99: Selecting a placeholder

The list of possible placeholders is provided by the Class Climate system in use, and can vary depending on the derivative. A description of the placeholders can be found in the “Class Climate User Guide”.

3.8. Adding Layout Structures

In the left side menu in the section “Layout”, different structuring options are available with which the fundamental layout of the form can be adapted. As well as manual page breaks and paragraphs, premade structures can be dragged onto the worksheet, i.e. multi columns and, as such allow a space saving display of the questions on the form.

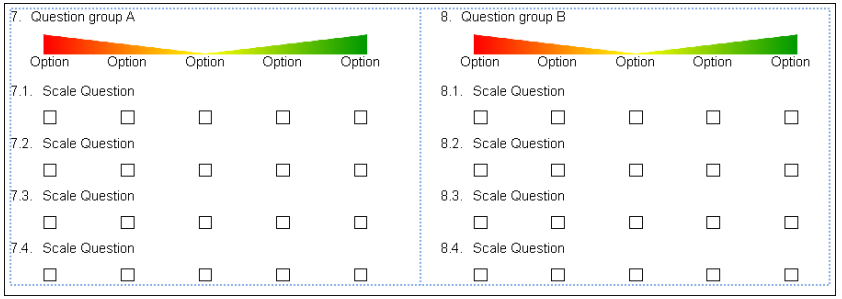

Figure 100: A two column layout

To add a new structure to a section of the form, follow these steps:

- Click in the left side menu in the section “Layout” on one of the paragraph templates (i.e. “Two columns”).
- Drag the element onto the worksheet and let go.
- In the right side menu, the menu “Paragraph Properties” opens automatically. Here, if necessary, the distance and number of columns as well as the format of the separating line can be edited.
- In each of the columns, as is now familiar, individual elements (groups, questions, images etc.) can be added via drag and drop.
- To retrospectively edit the format of a paragraph, open the “Paragraph Properties” in the right side menu . Here, the number of columns in a paragraph can also be retrospectively increased or reduced.

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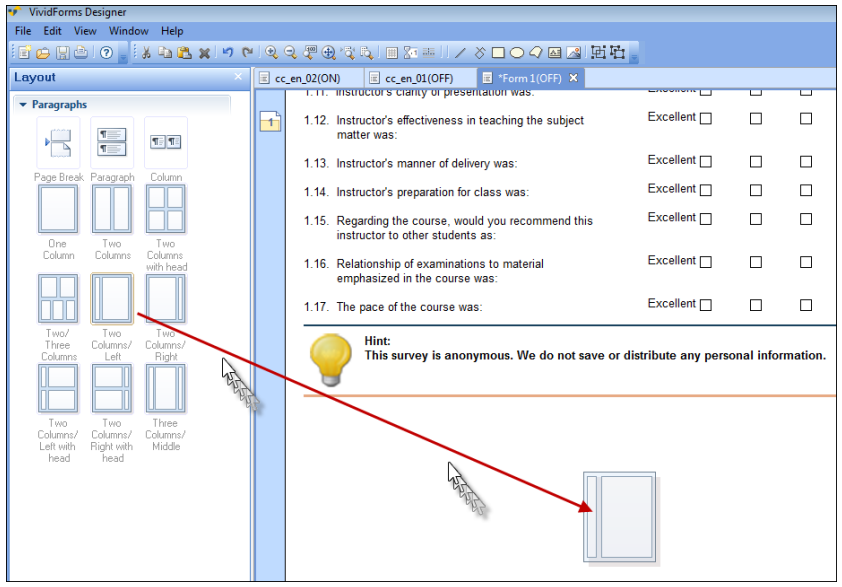
VividForms Designer
File Edit View Window Help
Layout
Paragraphs
Page Break
Paragraph
Column
One Column
Two Columns
Two Columns with head
Two/ Three Columns
Two Columns/ Left
Two Columns/ Right
Two Columns/ Left with head
Two Columns/ Right with head
Three Columns/ Middle
cc_en_02(ON)
cc_en_01(OFF)
*Form 1(OFF)
1.12. Instructor's effectiveness in teaching the subject matter was:
1.13. Instructor's manner of delivery was:
1.14. Instructor's preparation for class was:
1.15. Regarding the course, would you recommend this instructor to other students as:
1.16. Relationship of examinations to material emphasized in the course was:
1.17. The pace of the course was:
Excellent
Hint:
This survey is anonymous. We do not save or distribute any personal information.

Figure 101: Adding a paragraph structure

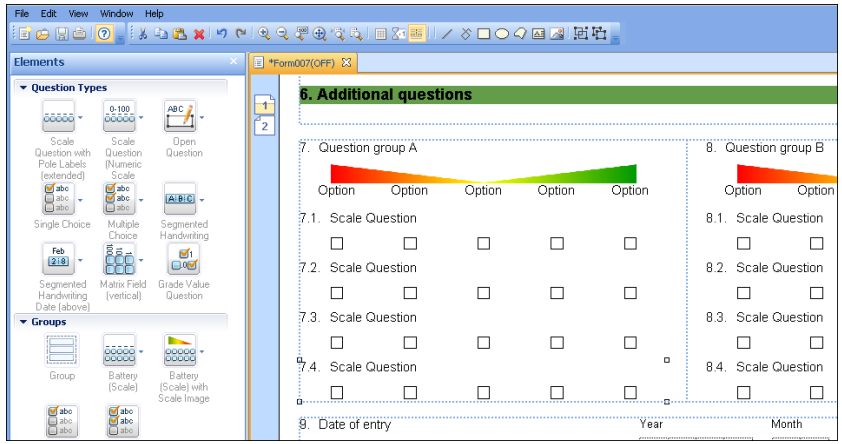

Figure 102: A two column paragraph on the form

As well as the premade paragraph templates, in the left side menu the three options page break, paragraph and column separator are also available.

With the aid of the **page break**, you can separate a page at any desired point. Drag the page break onto the worksheet at the point where the page break is to be made. A new page is automatically created.

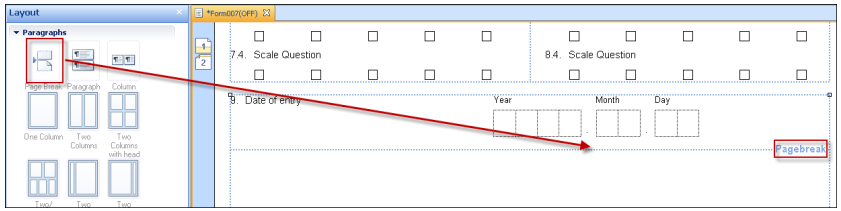

Figure 103: Adding a page break

Via the option **Paragraph** a new paragraph can be added to the form. By default, it is a single column section. Drag the paragraph to the desired point on the worksheet. After clicking on the paragraph (blue border), the “Paragraph Properties” opens in the right side menu. If necessary, the paragraph can be edited here.

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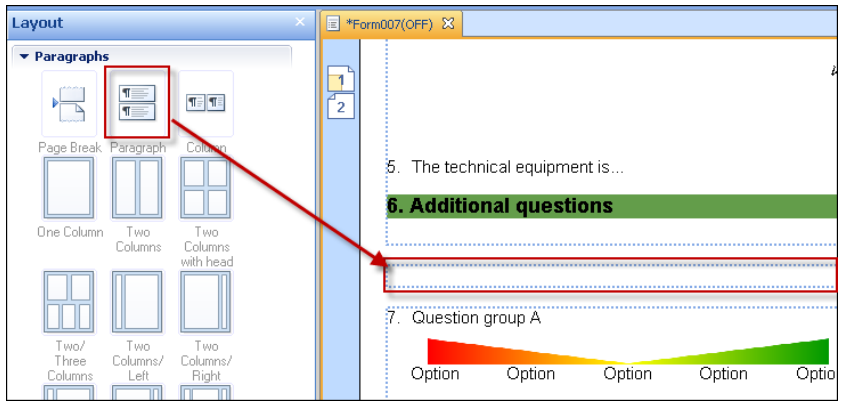

Figure 104: Adding a paragraph

With the help of the **Column Separator,** columns can be added to an existing paragraph. Drag the column separator into a paragraph on the worksheet. A new column is added. The columns in a paragraph are automatically arranged with equal widths.

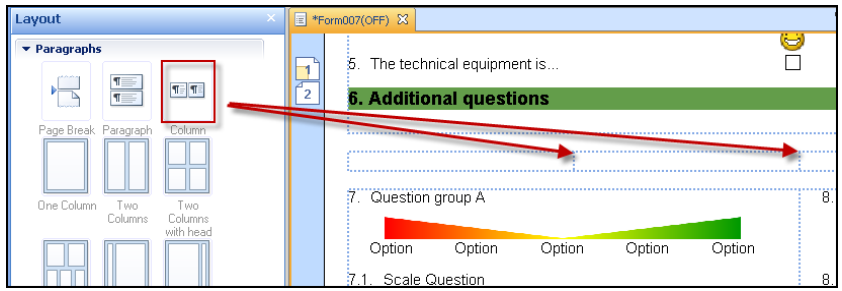

Figure 105: Adding a column separator

You can adapt the position of the column separator in the right side menu in the paragraph properties:

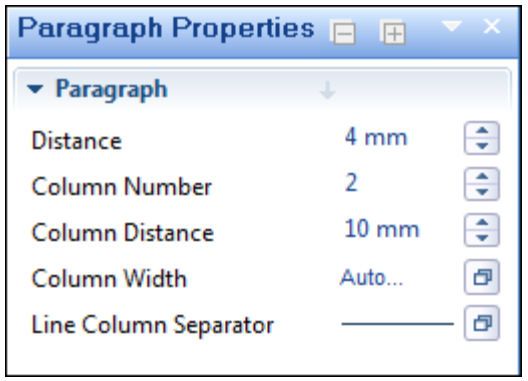

Figure 106: Paragraph properties

3.9. Adding a battery

Scale, single choice and multiple choice questions can not only be dragged onto the form individually, but they can also be integrated onto the form as a battery of questions.

A battery is a group of the same kind of questions with common element properties. If changes are made to the battery properties, these affect at the same time, all questions contained in the battery. In this way, for example, the number of checkboxes, the font of the question text or the numbering of the questions etc. can be edited very quickly with only one action.

To add a battery, follow these steps:

- Click in “Elements” in the left side menu, in the section “Groups” click on one of the batteries.
- Drag the battery onto the worksheet. In the right side menu the properties for the entire battery opens.

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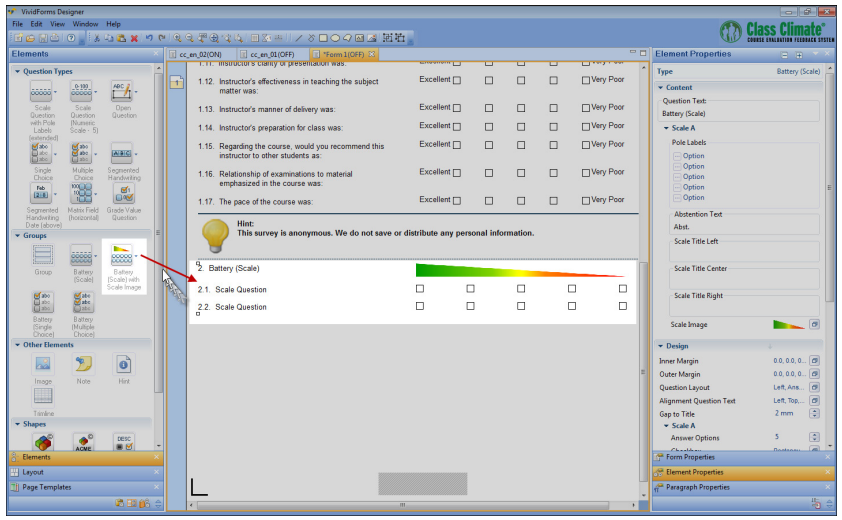

Figure 107: Adding a battery

- In the section “Question Text”, enter the text for the battery title. Under that, in the pole texts section, edit the poles (or in the case of single/multiple choice batteries, the options) in the section pole texts for the entire battery.
- To edit the question text of an individual question in the battery, click on the question with the mouse. The element properties of the individual question open. The question text can now be edited.
- To add additional questions to the battery, either drag in the relevant question from the section “Question Types” or copy one of the questions contained and insert it at the desired point.

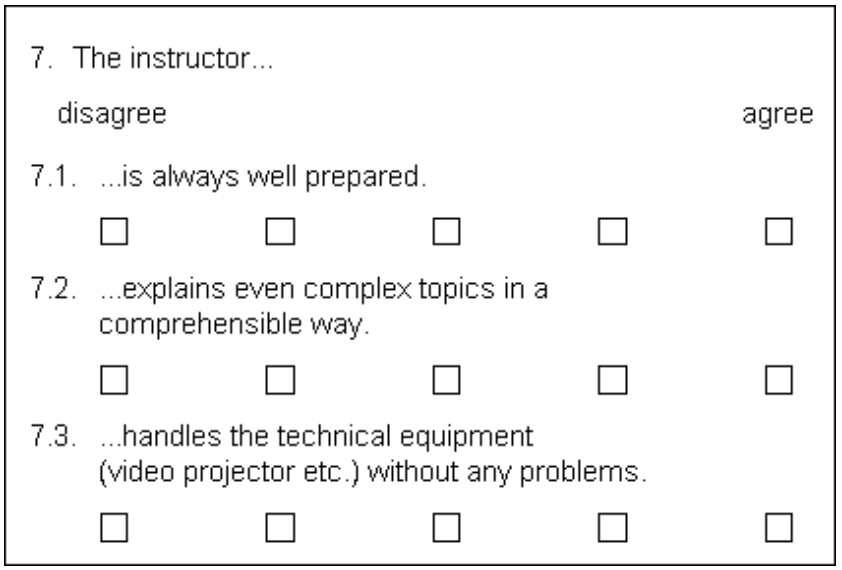
7. The instructor...
disagree
agree
7.1. ...is always well prepared.
7.2. ...explains even complex topics in a comprehensible way.
7.3. ...handles the technical equipment (video projector etc.) without any problems.

Figure 108: Battery of scaled questions on the form

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3.10. Using Library and Clipboard Functions

3.10.1. Question Library

The question library available in the VividForms Designer is identical to the library which can be used and maintained in Class Climate or the VividForms Editor. In order to use it, the Designer must be started at least once in the online mode. The library is then automatically downloaded or updated when working in the online mode later.

Unlike in the VividForms Editor, the question library in the Designer can only be used to bring questions onto the form. The other way around, which means putting questions into the library, is not possible. If necessary, the local clipboard (see chapter “B.3.10.3 Local Clipboard”) can be used for this. For maintenance of the questions in the question library, please see the relevant chapter in the Class Climate User Manual.

To integrate a question from the question library onto the form, follow these steps:

- In the left side menu, open the menu “Question Library”. All question groups contained in the question library are shown.
- Click on one of the groups. All questions contained therein are displayed.
- Click on the desired question and drag it onto the worksheet.

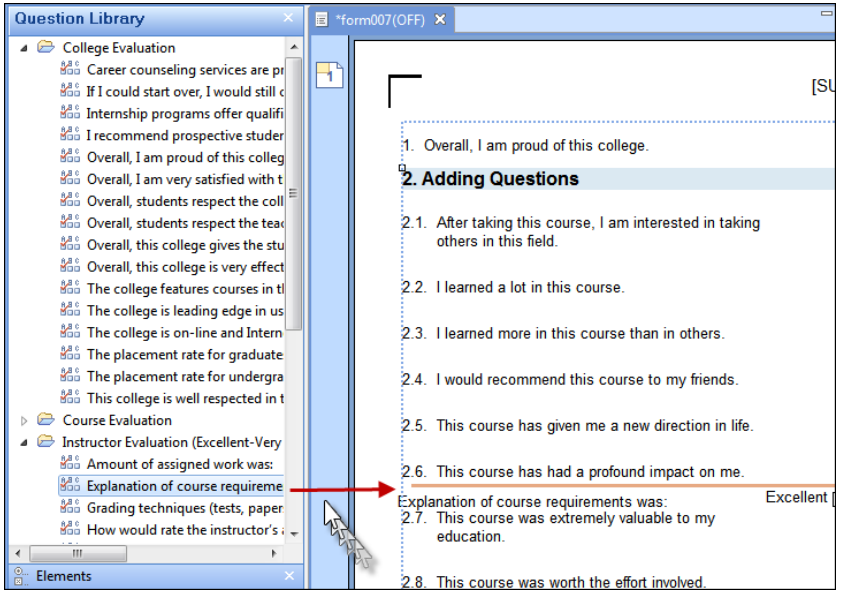
Question Library
College Evaluation
Career counseling services are pr
If I could start over, I would still c
Internship programs offer qualifi
I recommend prospective studer
Overall, I am proud of this colleg
Overall, I am very satisfied with t
Overall, students respect the coll
Overall, students respect the tea
Overall, this college gives the stu
Overall, this college is very effect
The college features courses in tl
The college is leading edge in us
The college is on-line and Intern
The placement rate for graduate
The placement rate for undergra
This college is well respected in t
Course Evaluation
Instructor Evaluation (Excellent-Very
Amount of assigned work was:
Explanation of course requireme
Grading techniques (tests, paper
How would rate the instructor's
Elements
*form007(OFF)
1. Overall, I am proud of this college.
2. Adding Questions
2.1. After taking this course, I am interested in taking others in this field.
2.2. I learned a lot in this course.
2.3. I learned more in this course than in others.
2.4. I would recommend this course to my friends.
2.5. This course has given me a new direction in life.
2.6. This course has had a profound impact on me.
Explanation of course requirements was:
Excellent
2.7. This course was extremely valuable to my education.
2.8. This course was worth the effort involved.

Figure 109: Adding questions from the question library

The question can now, if necessary, be edited on the sheet.

To bring an entire group from the library onto the form, click on the desired group and drag it onto the worksheet. By pressing the shift key and a mouse click, multiple individual questions can be selected and dragged onto the sheet. If an entire group is selected, this can be added either as a group or a battery:

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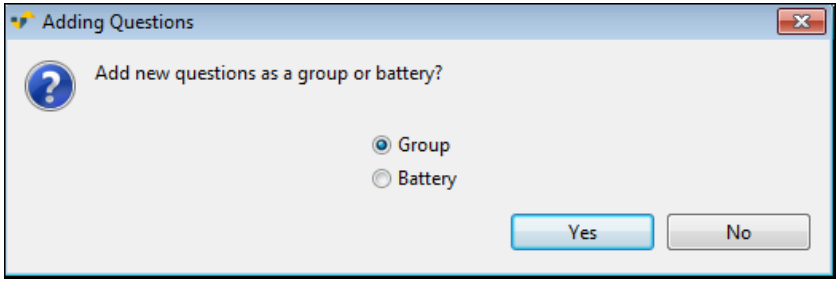

Figure 110: Add as a group or battery

If you select [No] in the dialogue, the questions are added without grouping.

3.10.2. Predefined Blocks

Predefined blocks are premade blocks of questions and elements which can be dragged onto the worksheet and edited there. The blocks are provided centrally by the server. To be able to use them, the Designer must be started at least once in the online mode. The blocks are then automatically downloaded or updated with renewed operation in the online mode later.

Unlike with the question library, whose elements can only contain questions or question groups, blocks can include other elements such as images, notes, trim lines, paragraphs etc. and, complete with their layout structure, be integrated onto the form.

To integrate a block onto a form, open the menu “Predefined Blocks” in the left side menu.

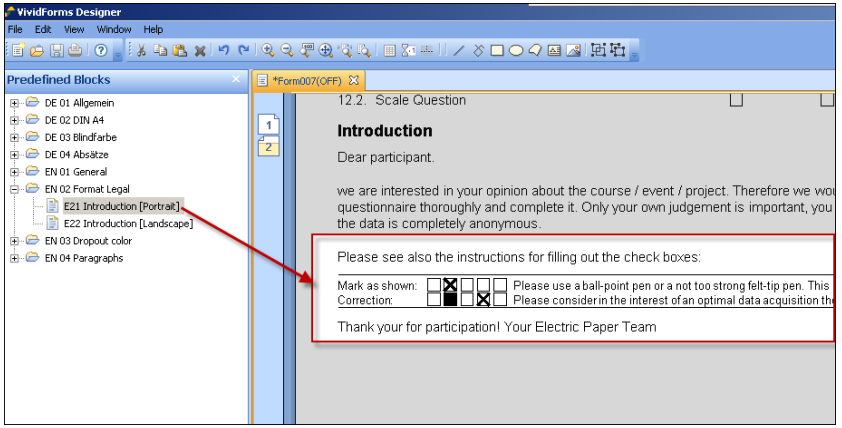
VividForms Designer
File Edit View Window Help
Predefined Blocks
DE 01 Allgemein
DE 02 DIN A4
DE 03 Blindfarbe
DE 04 Absätze
EN 01 General
EN 02 Format Legal
E21 Introduction [Portrait]
E22 Introduction [Landscape]
EN 03 Dropout color
EN 04 Paragraphs
*Form007(OFF)
12.2. Scale Question
Introduction
Dear participant.
we are interested in your opinion about the course / event / project. Therefore we wou
questionnaire thoroughly and complete it. Only your own judgement is important, you
the data is completely anonymous.
Please see also the instructions for filling out the check boxes:
Mark as shown:
Correction:
Please use a ball-point pen or a not too strong felt-tip pen. This
Please consider in the interest of an optimal data acquisition th
Thank your for participation! Your Electric Paper Team

Figure 111: Predefined blocks

3.10.3. Local Clipboard

The local clipboard can be used to store individual questions or elements or (with multiple selection) entire question blocks for use in other forms.

To add elements to the local clipboard, open the sub-menu “Local Clipboard” in the left side menu. First, you can create a folder here, in which the form elements can later be stored:

- Click on the icon “New Folder” in the header of the clipboard.
- Give the folder a name.

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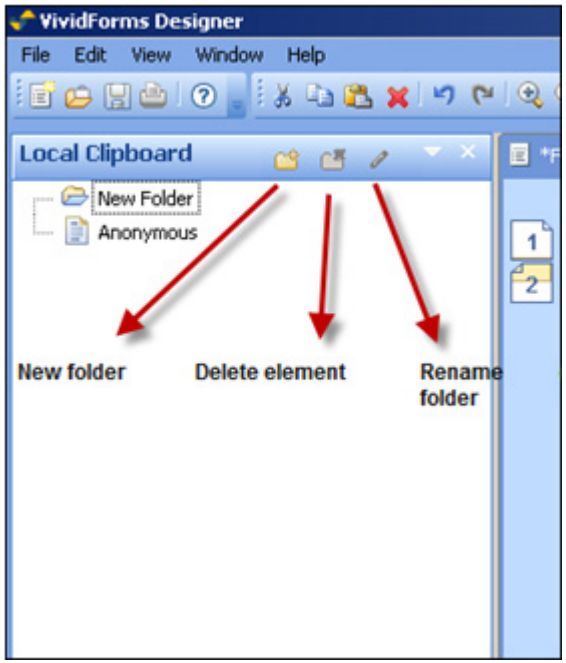

Figure 112: Folder structure of the local clipboard

If necessary, the folder can be renamed or deleted at any time. A complex folder structure can be created in the clipboard, this means that sub directories can also be created. To do this, the folder in which the sub directory is to be created, must be marked.

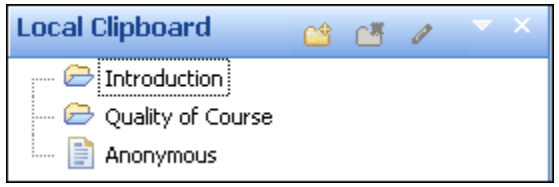

Figure 113: Complex folder structure

To insert one or more elements of a form into a folder in the clipboard, follow these steps:

- Mark the relevant elements on the form (multiple selections with Shift+left mouse button).
- Click with the right mouse button on the marked elements.
- In the menu that then opens, select the option “Add to the Local Clipboard”.

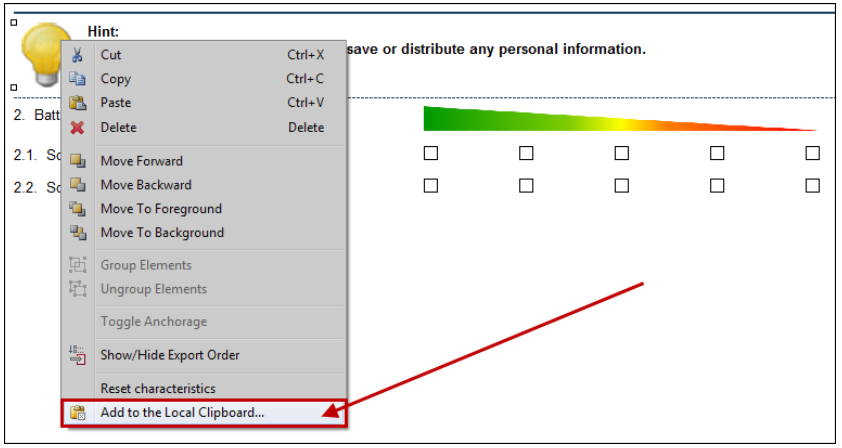

Figure 114: Context menu “Add to the local clipboard…”

- Select the folder into which the elements are to be stored
- In the section “Element Name”, enter a name for the element to be inserted, and in the section “Description” a descriptive text, if required.
- If the option “Save Paragraph Structure?” is activated, as well as the individual elements, the paragraph layout (e.g. two column structure) will also be adopted.

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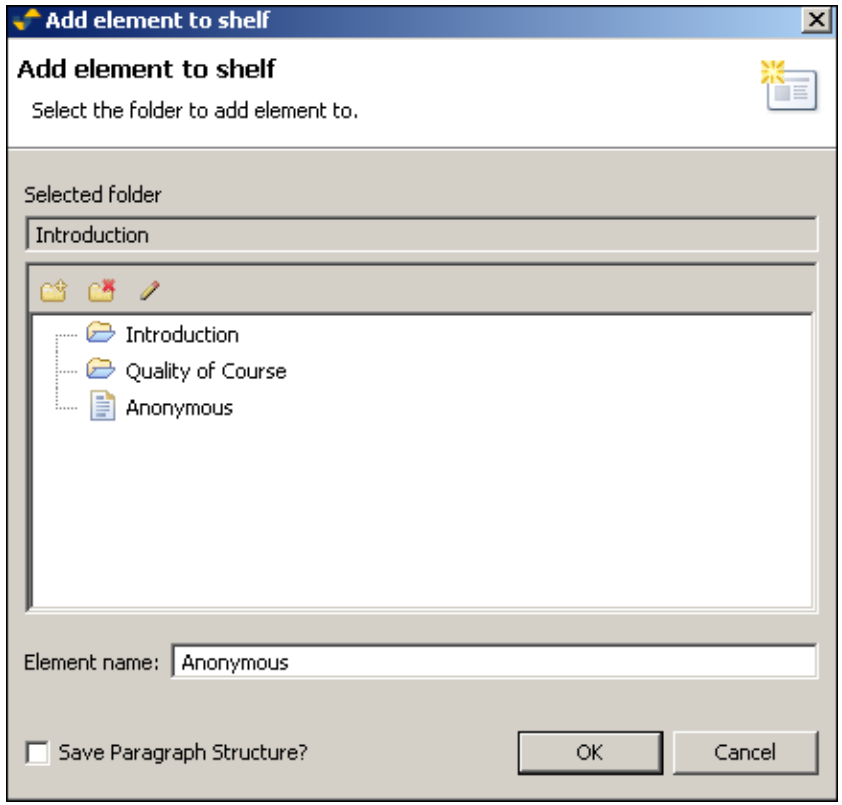

Figure 115: Elements to add to the clipboard

The elements are now copied into the local clipboard under the given name. From here they can now be inserted into existing or new forms via drag-and-drop. Click on the desired category in the clipboard and drag onto the worksheet.

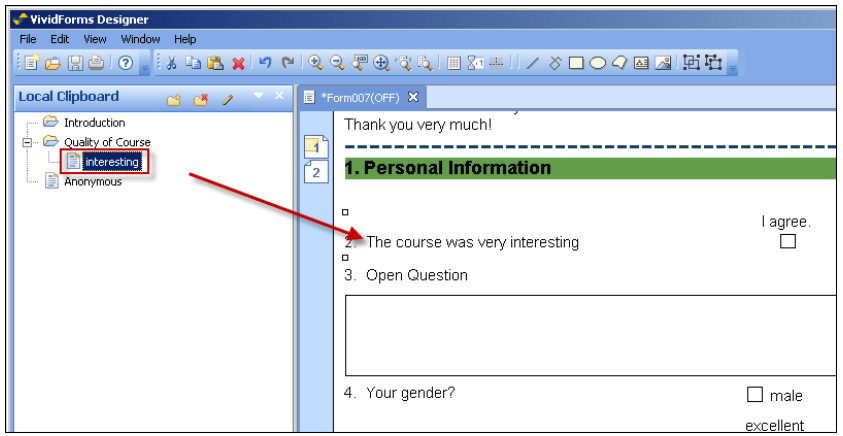

Figure 116: Inserting elements from the clipboard

The local clipboard is available in the online as well as the offline mode. Even when closing the application, the elements are retained in the clipboard and can be used in a new session.

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4. Publish Form

In order to use a finished form in Class Climate and to be able to print it, it must first be published, which means it must be transmitted to the Class Climate server. To do this, the Designer must be operated in the online mode, which means it must be logged on to the server. Should you be working locally, save your form, exit the Designer and start it again in the online mode. Then follow these steps:

In the menu bar, open the menu item “File” and click with the left mouse button on “Publish Form”.

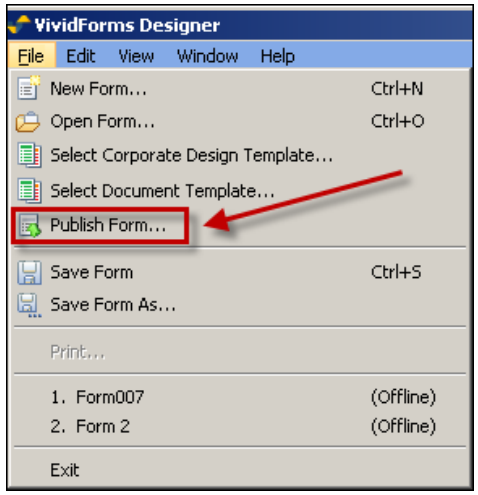

Figure 117: Publishing a form

- First it is checked whether the form has already been published in Class Climate or whether a unique short name exists.
  With a security question it is indicated in this case that all data and secondary data of the form already existing in Class Climate will be lost if the form is published under the same name. A window follows in which the short name can be edited.

Note:

Only publish a form when it is finally complete. Once published, a form can no longer be edited or changed, otherwise all secondary data (indicators, norm values, languages etc.) are lost.

However, if you do need to retrospectively edit a form, delete it from the questionnaire list in Class Climate, edit it in the Designer and publish it again.

Attention: Existing surveys with this form are deleted!

- Then, in Class Climate, open the menu “Questionnaires”. The questionnaire published with the Designer appears in the list of available questionnaires. It can be recognized by the note “VF Designer” in the column “Engine”.

ID	Name	Description	Date	Engine	Status	Action
1	Sa_en_02	Satisfaction Survey	06/20/2011	VF Designer		Select...
205	Employee	Employee Satisfaction Survey	03/18/2011	VF Editor		Select...
180	Patient	Patient Satisfaction Survey	03/18/2011	VF Editor		Select...
7	Sample	Sample Evaluation Form	04/10/2011	VF Editor		Select...

Figure 118: A published form in Class Climate

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5. Using the Form in Class Climate

A VividForms Designer form can, as with any other VividForms Editor questionnaire, be used for surveys in Class Climate. There are some minimal restrictions:

- No optional questions can be activated for Designer Forms.
- Designer Forms cannot be used for module surveys.
- Designer Forms cannot be edited after publication.

In all other areas, a Designer form is the same as an Editor form.

By clicking on the name of a Designer form in the list of questionnaires, the details of the form are opened. Here, familiar settings such as editing text templates, depositing quality guidelines or adding languages can be made.

Once all settings are made, the sheet can be used as usual to generate a survey in Class Climate. All survey methodologies (paper and online) as well as other familiar functions (mail merge, scheduler etc.) can be used.

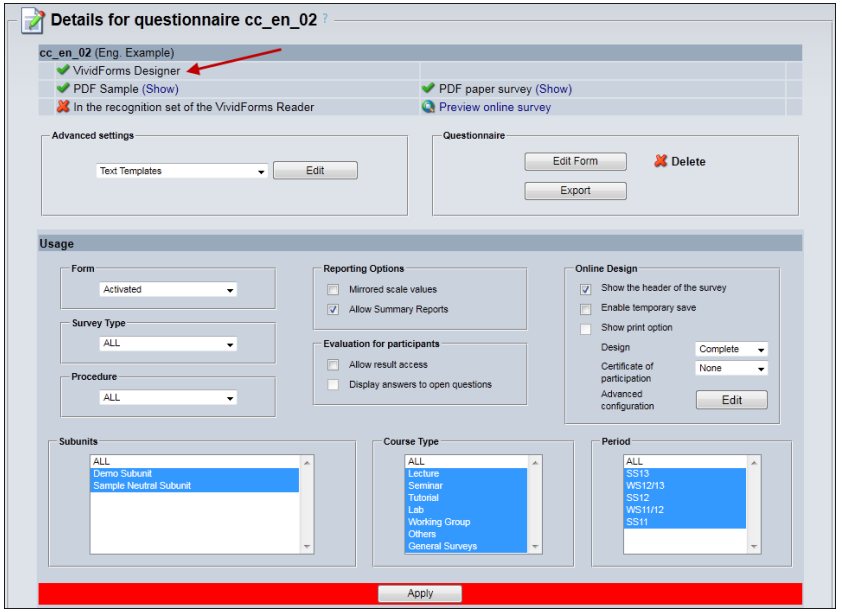

Figure 119: Details of a Designer form

Note:

Questionnaires suitable for evaluation can only be printed from Class Climate. The necessary PDF files needed to print the hard copy or cover sheets are always created by the Class Climate server.

Scanning and evaluation of the printed questionnaires follows, as usual, via the Scanstation and the VividForms Reader. As soon as the forms are captured, reports and raw data are retrievable from the survey list.

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6. Import existing VividForms Editor Forms

With a click on the name of the questionnaire to be imported in the menu “Questionnaires/Questionnaire List” in Class Climate, the details of the questionnaire are opened. As long as a valid Designer license exists, the link “Copy and open the questionnaire in the VividForms Designer” is visible. By clicking on this link, the questionnaire is exported to the Designer.

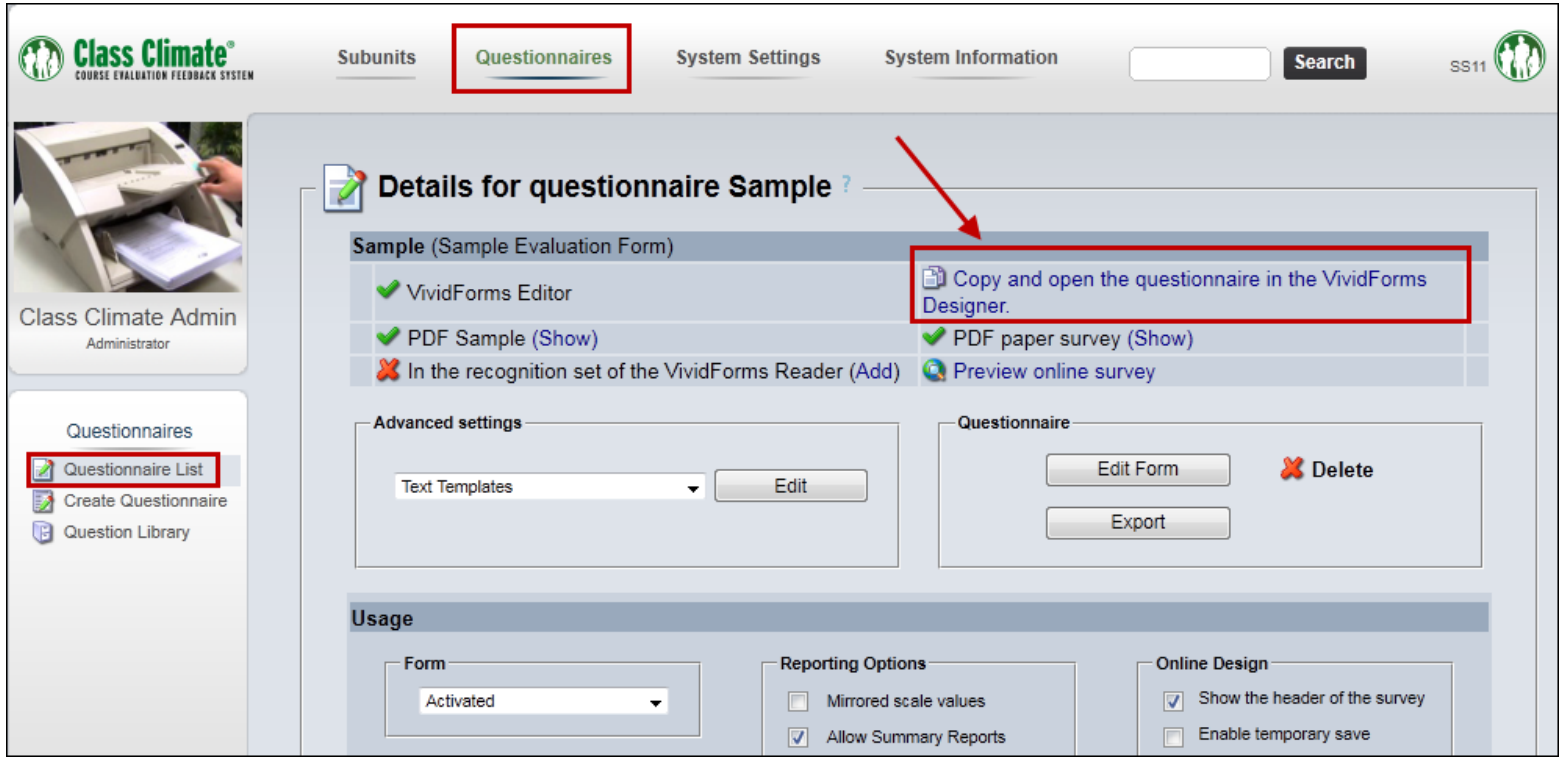

Figure 120: Converting a VividForms Editor questionnaire

After confirming the query that follows, the VividForms Editor form is opened in the Designer.

Note: Once edited in the Designer, be sure to publish the form under another short name. Otherwise you will lose all results and secondary data connected to the original questionnaire!

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C. Advanced Functions

In the following chapters we will show you which additional settings and possibilities are available in the Designer. The basic functions have already been described in Chapter “B. Basic Functions”.

Note:

Please note, that it is possible for you to define layout templates in the Designer which can lead to the questionnaire no longer being able to be evaluated in the VividForms Reader.

Possible causes which can lead to the questionnaire not being able to be evaluated could be, amongst others, a too dark background color for questions, elements outside of defined areas, inadequate recognition field gaps or inadequate barcode spacing.

We highly recommend testing each form thoroughly before productive use!

1. Element Properties

All of the setting possibilities for all of the properties of an element are found in the right side menu. Some of these properties have already been discussed in chapter “B. Basic Functions” of this manual. In the remainder of this chapter further additional properties and the usage will be explained.

Note:

In the right side menu it is to be differentiated between the menu “Element Properties” and the menu “Form Properties”.

Properties in the area “Form” relate to pre-settings for elements. Changes in these properties affect the pre-settings of new elements as well as elements already integrated into the questionnaire.

There are the following exceptions:

- If an element integrated into the questionnaire has already been edited manually, it will not change.
- The content properties of elements already integrated into the questionnaire, such as the number of options for a scale question, the visibility of scale B or the display of abstentions, are not changed.

Properties in the area “Element” relate to the element currently marked, and do not change the presets for new elements.

Hint:

With the function “Reset Characteristics” in the context menu of an element (right mouse button), the element’s characteristics can be returned to the version defined by the form.

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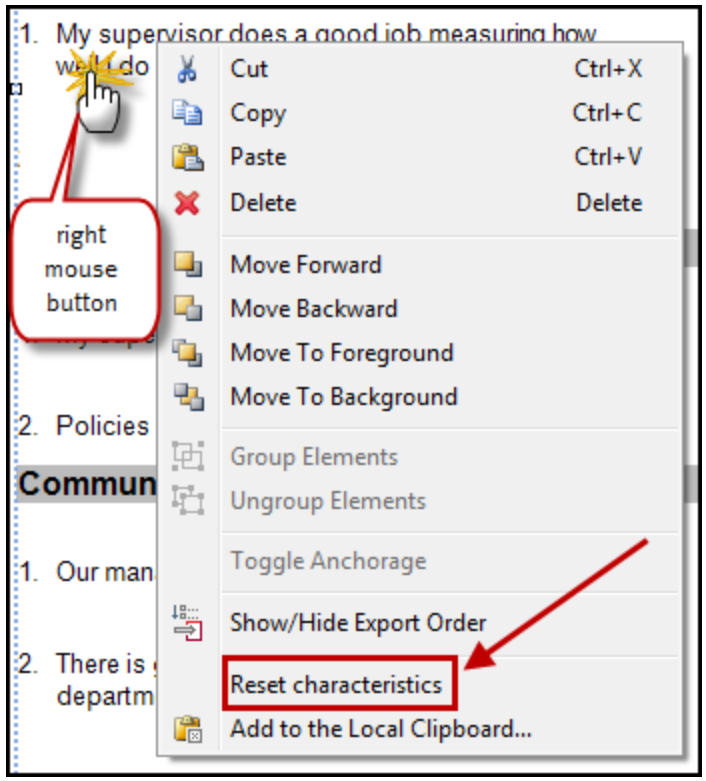

Figure 121: Context menu reset characteristics

Not all properties are available for all elements. Properties are only displayed when they are contained in the element selected.

The properties in the menu “Elements” are ordered in four to five menus.

- **Content**
  Here, for example are texts and answer options.
- **Design**
  This menu relates to the layout, and as such to the settings within an element.
- **Format**
  In the format menu, aspects like colors, fonts, line formats and sizes are set.
- **System**
  In the system menu there are dynamic properties of individual elements, such as evaluation options for the Class Climate PDF report.

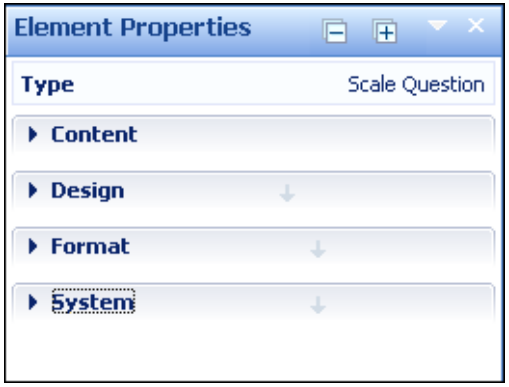

Figure 122: Element properties

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Properties in the submenu “Content” have been discussed in chapter “B. Basic Functions”.

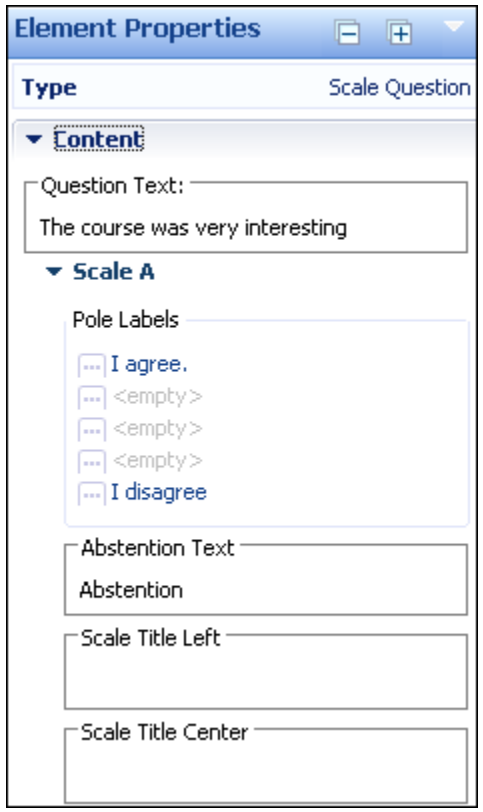

Figure 123: Content menu

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1.1. Properties in the submenu “Design”

Inner Margin

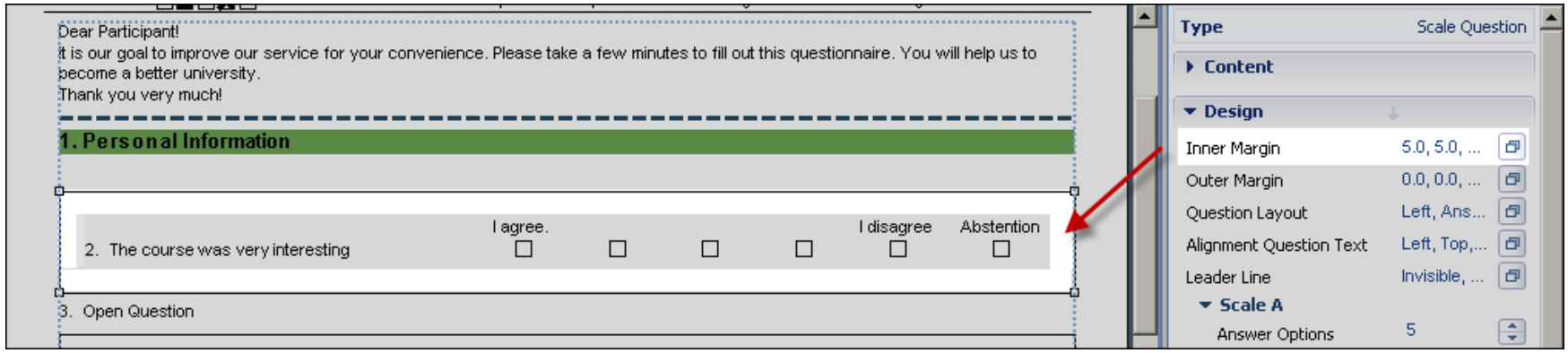

Figure 124: Inner margin

The inner margin sets the inner gap between the elements content to that of the element margin. This gap is sometimes referred to as “padding”.

Hint:

In the default settings, the element margin may not be visible. You can configure this in the submenu “Format” as, for example, “Margin Question”.

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Outer Margin

The outer margin sets the distance between the element itself and other elements around it. In the simplest case, the elements around it are the form and its own margins. It can, however, also mean, for example, the distance to the margin of a layout column, in which the element is contained.

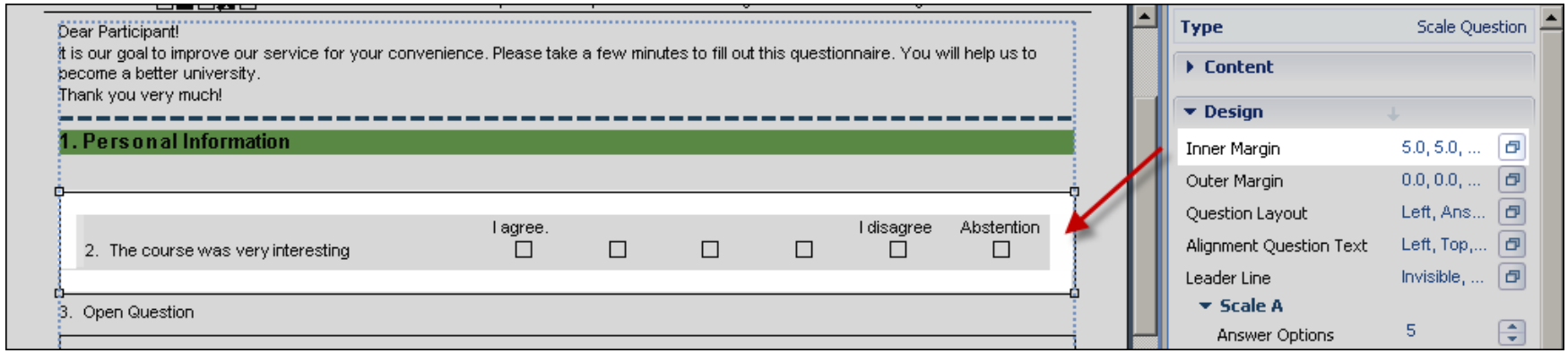

Figure 125: Outer margin

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Question Layout

Question elements fundamentally contain 3 borders. The first border enfolds the entire element, the second the question text and the third the answer area

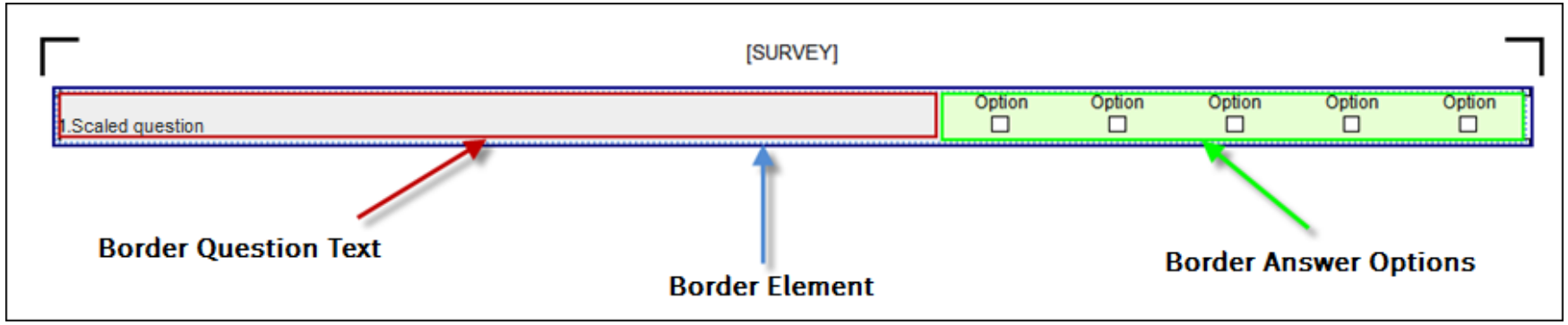

Figure 126: Element borders

These borders can be colored individually (see chapter C.1.2 Properties in the Submenu). The position of question and answer borders to each other can be defined in the question layout.

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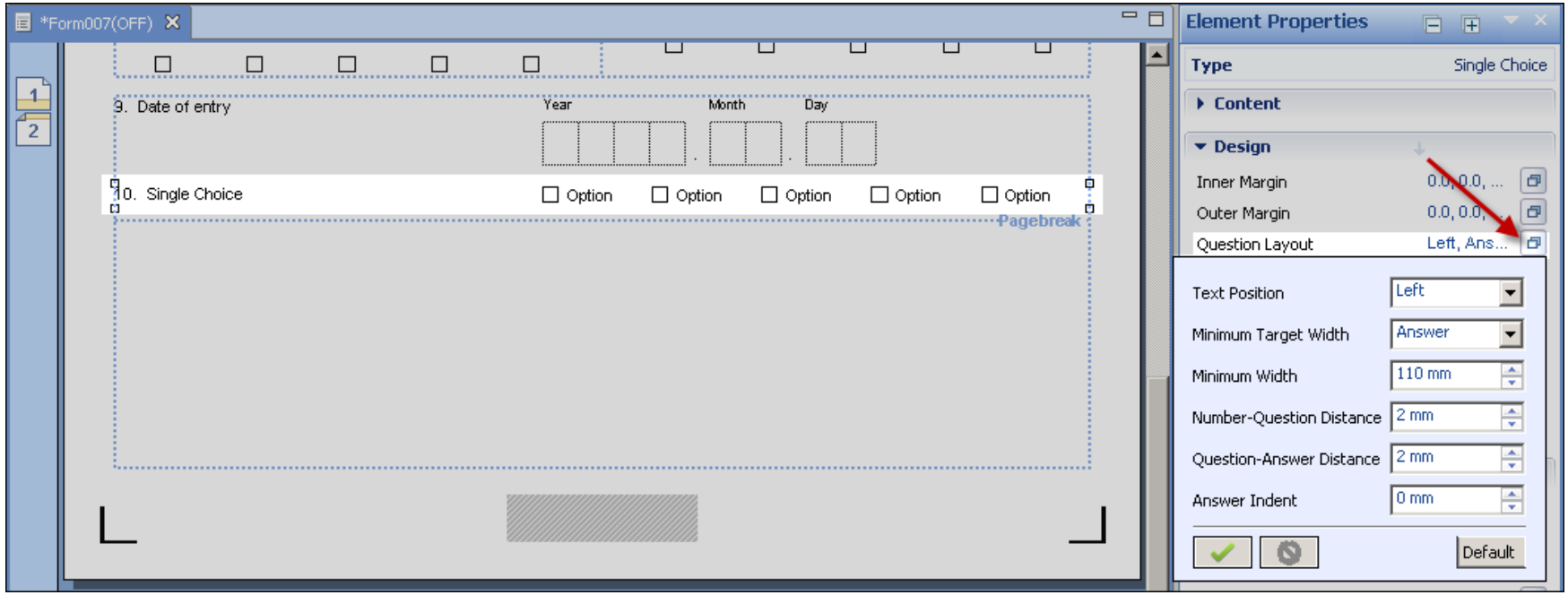

Figure 127: Question layout

The attribute “Question Layout” sets the basic layout of the element (the question):

- The “Text Position” controls the position of the question to the options.
- Die “Minimal Width” sets the space to be reserved for the „Target Minimal Width” within an element. The “Target Minimal Width” can either be the space for the area of the question or for the area of the answer options.
- The “Number Question Distance” sets the distance between the question numbering and the question text.
- The “Question Answer Distance” sets the minimal distance between the question text and the answer area.
- The “Answer Indentation” indents the entire question.

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Alignment Question Text

This option sets the alignment of the question text within its own area. The vertical as well as the horizontal alignment can be set. The indention of the question text can be defined too.

Leader Line

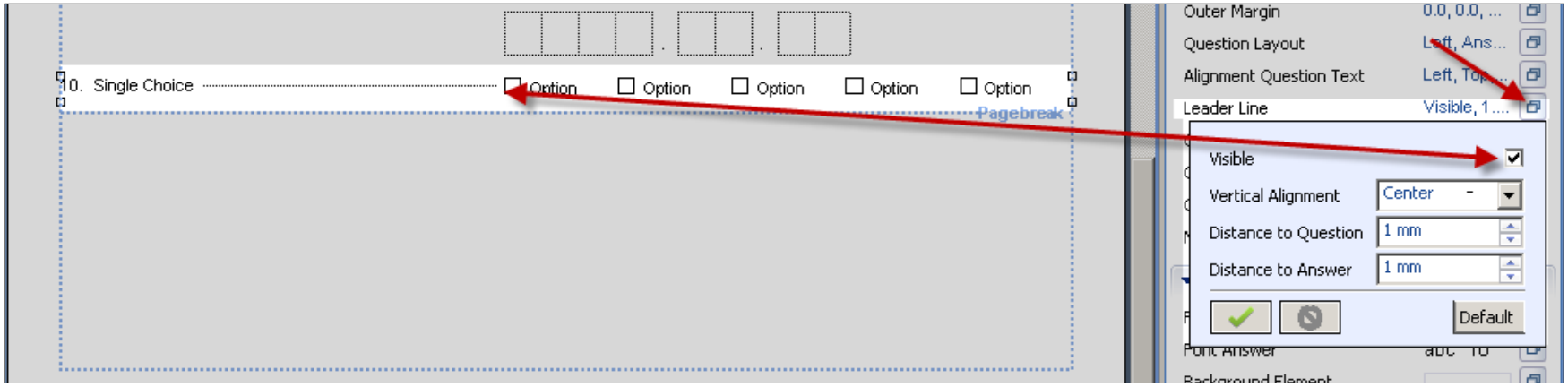

Figure 128: Leader line

The leader line connects the question text with the answer options, so as to enable an easier association of the question to the answer options.

Hint:

With particular regard to batteries of questions, a leader line can greatly increase the readability of the form.

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Numbering

Here, the numbering of questions can be switched on and off (see also chapter “C.1.5 Numbering”).

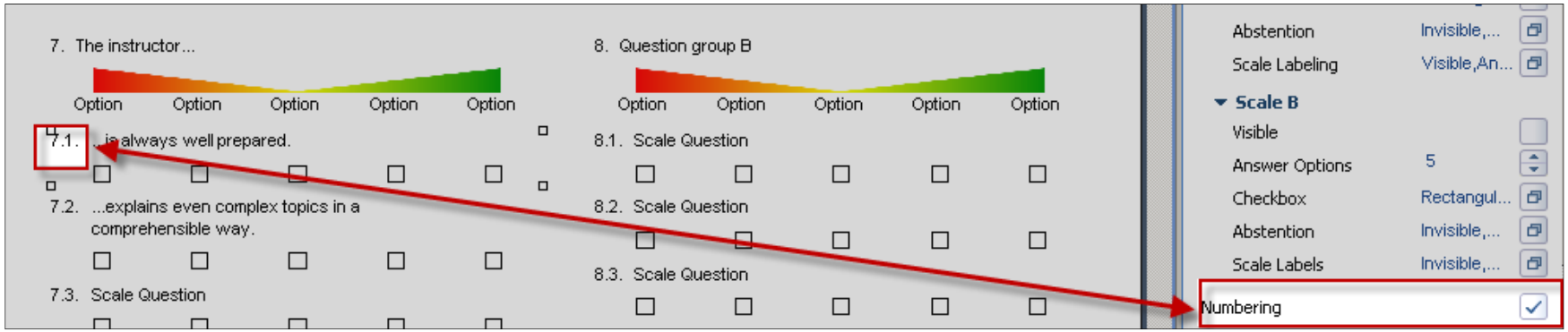

Figure 129: Numbering

Checkbox

The size of the checkbox can be selected here. VividForms standard size is 3 or 4 mm.

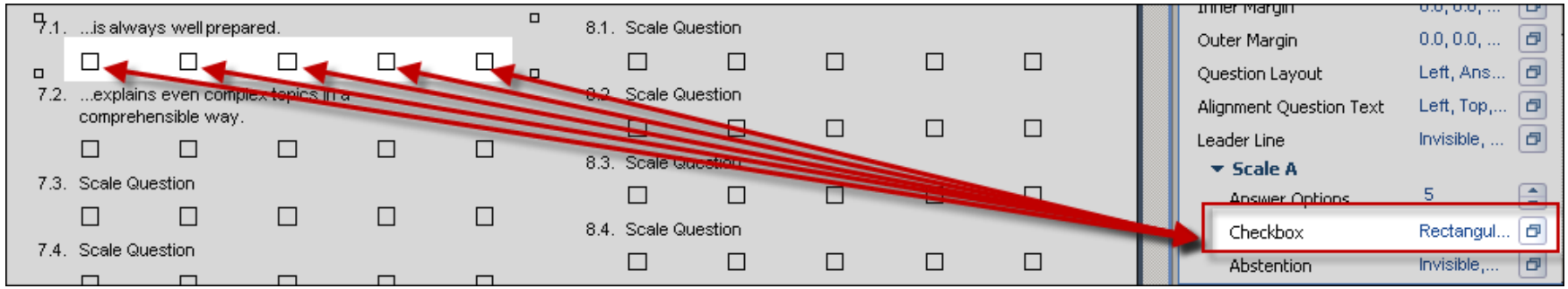

Figure 130: Checkbox size

Note: Should the size of the checkboxes vary from the standard setting, it may be necessary to adjust the OMR threshold in the VividForms Reader. Too large a difference can render correct processing impossible. In any case, a questionnaire with altered checkbox sizes should be tested extensively.

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Checkbox Text Position

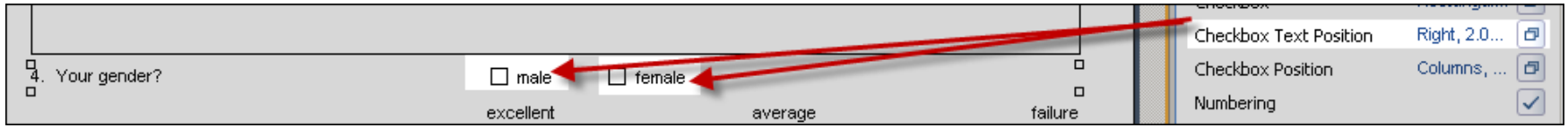

Figure 131: Checkbox text position

The “Checkbox Text Position” defines the position and distance of the answer text to that of the checkbox in single or multiple choice questions.

Checkbox Position

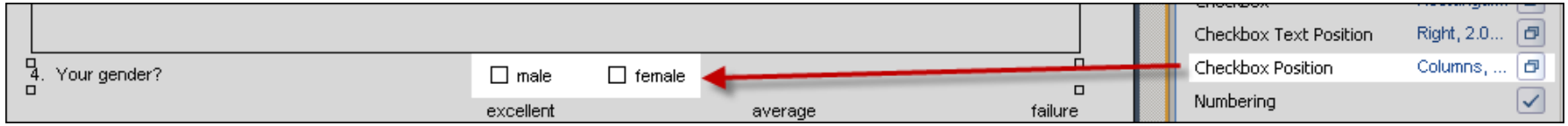

Figure 132: Checkbox Position

The “Checkbox Position” defines the way checkboxes are positioned in single or multiple choice questions. It is possible to arrange them to fixed columns or according to the length of the answer text. Again, the number of columns and the minimum column and row spacing can be defined.

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Sample (Segmented Handwriting)

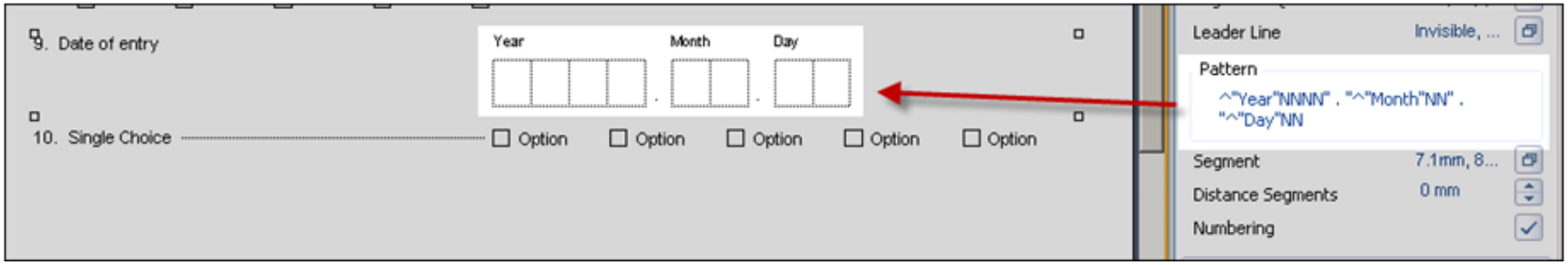

Figure 133: Sample for segmented handwriting

The sample for segmented handwriting consists of the following characters:

A	Designates a number from the range(0-9) or a letter from the range(a-z,A-Z,ä,ö,ü,Ä,Ö,Ü,ß)
L	Designates a letter from the range(a-z,A-Z,ä,ö,ü,Ä,Ö,Ü,ß)
N	Designates a number from the range (0-9)
"	Starts and ends a text. This means, all inputs between two “ are interpreted as text
^	Is only permitted before a text input and places the following text above the segments
!	Is only permitted before a text input and places the following text below the segments
>	Is only permitted before a text input, observed only in connection with superscript or subscript text and places the following text left justified with the following segments

Example:

The sample featured in the above: **^"Year"NNNN"."^"Month"NN"."^"Day"NN**

The result is a segmented handwriting field for a date (**JJJJ.MM.DD**) with text aligned with (**^**) above the segments (**“Year”, “Month”, “Day”**) (see figure above).

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Segment / Distance Segments

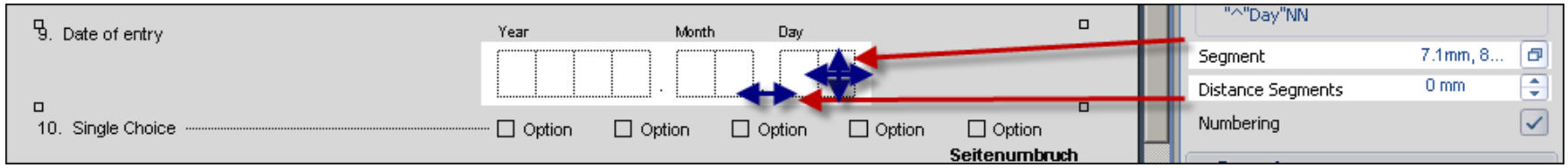

Figure 134: Segment/ Distance segments

The attribute “Segment” defines the size used in the segments of segmented handwriting segments. Changes to this size can have a direct effect on the ICR reading quality and should be thoroughly tested before productive use.

The attribute “Distance Segments” controls the horizontal distance between the segments.

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1.2. Properties in the Submenu “Format”

Whereas the submenu “Design” contains general and question specific properties for the display, the submenu “Format” contains the properties for fonts, backgrounds and borders.

Note:

Please note, that when using background colors, the recognition of checkboxes by the VividForms Reader engine can be impaired.

If you use background colors for areas where there are checkboxes or segmented handwriting, you should only use very bright colors and in any case, the questionnaire should **always be thoroughly tested!**

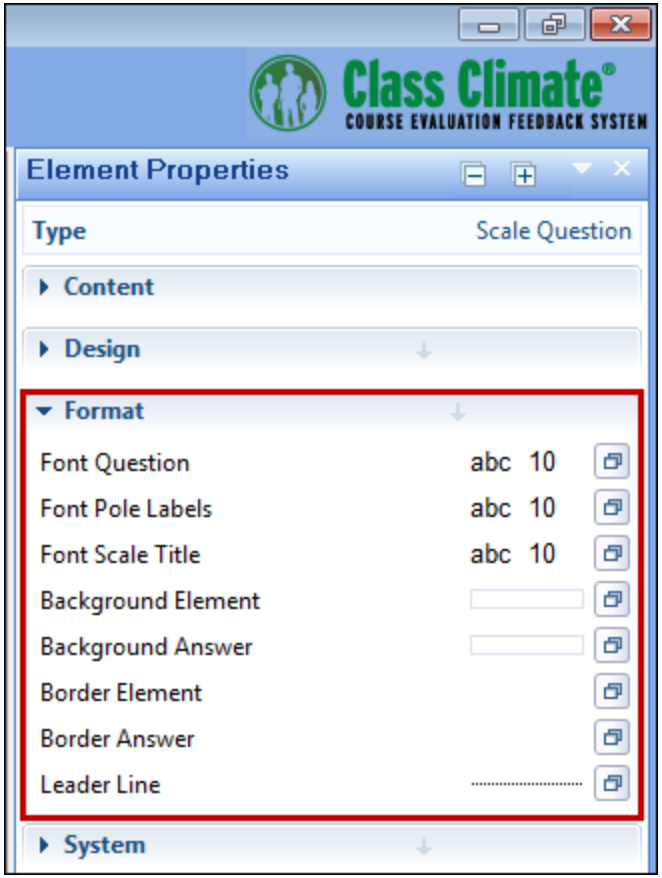

Figure 135: Submenu format

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Font Question

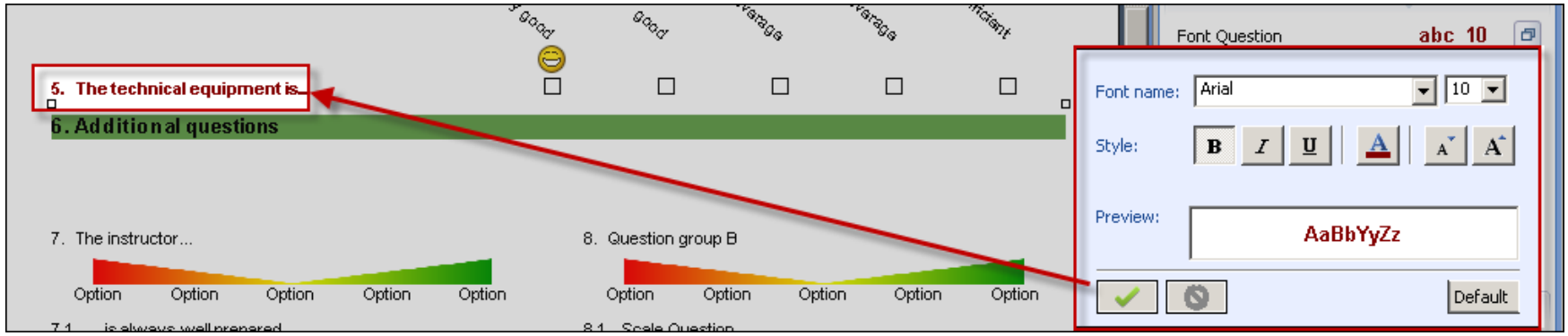

Figure 136: Font question

The attribute “Font Question” serves the setting of font, size, color and display of the question text.

Font Answer :

The attribute “Font Answer” serves the setting of font, size, color and display of the answer text.

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Background Element:

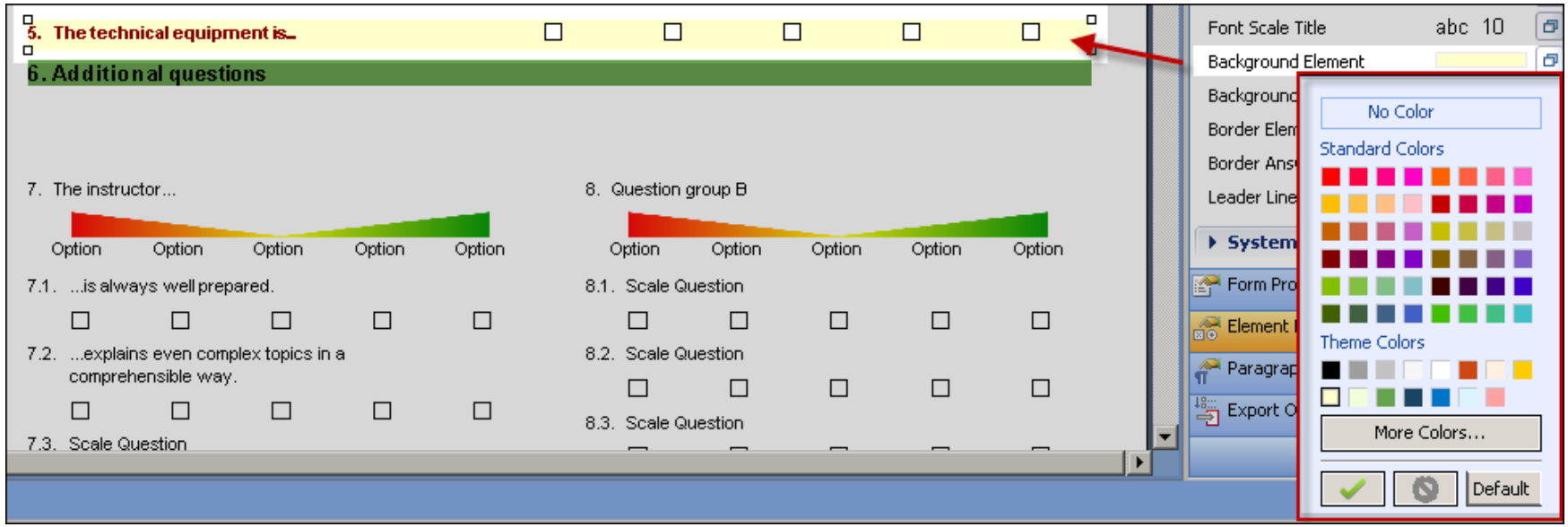

Figure 137: Background element

This attribute allows, for example, coloring the background of an entire question.

Note:

Please note, that when using background colors, the recognition of checkboxes by the VividForms Reader engine can be impaired.

If you use background colors for areas where there are checkboxes or segmented handwriting, you should only use very bright colors and in any case, the questionnaire should **always be thoroughly tested!**

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Background Answer:

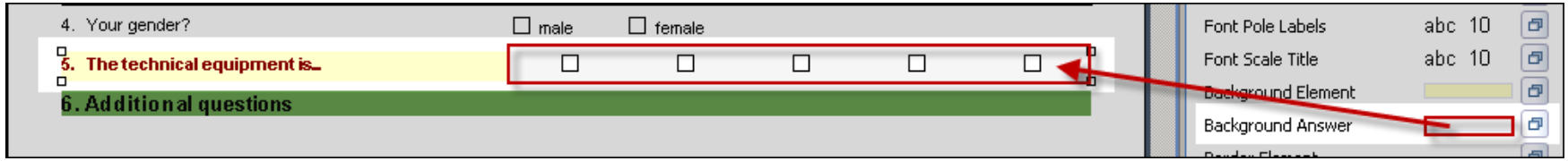

Figure 138: Background answer

With the attribute “Background Answer”, the answer part of an element can be colored.

Note:

Please note, that when using background colors, the recognition of checkboxes by the VividForms Reader engine can be impaired.

If you use background colors for areas where there are checkboxes or segmented handwriting, you should only use very bright colors and in any case, the questionnaire should **always be thoroughly tested!**

If you select too dark a color for the entire element or the answer area, a warning message follows. Please select a brighter color.

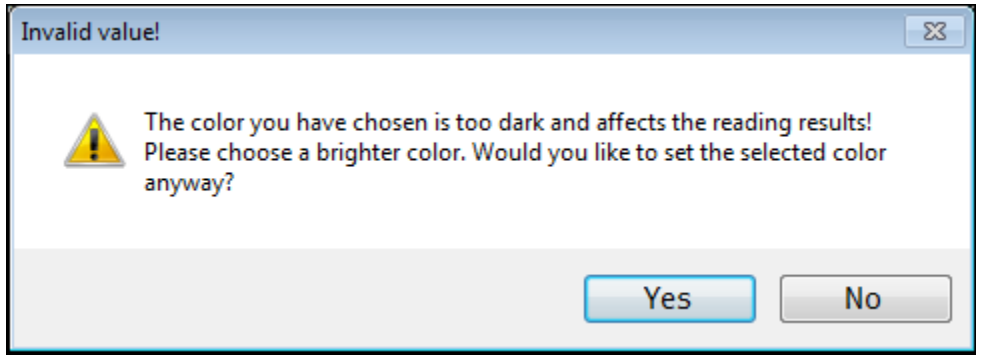
Invalid value!
The color you have chosen is too dark and affects the reading results! Please choose a brighter color. Would you like to set the selected color anyway?
Yes
No

Figure 139: Warning of a color which is too dark

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Note:

Please note, in changes to the color palette, the warning does not appear.

In any case:

If you use background colors for areas where checkboxes or segmented handwriting is found, you should always select very bright colors and **test the questionnaire thoroughly before use!**

Border Element:

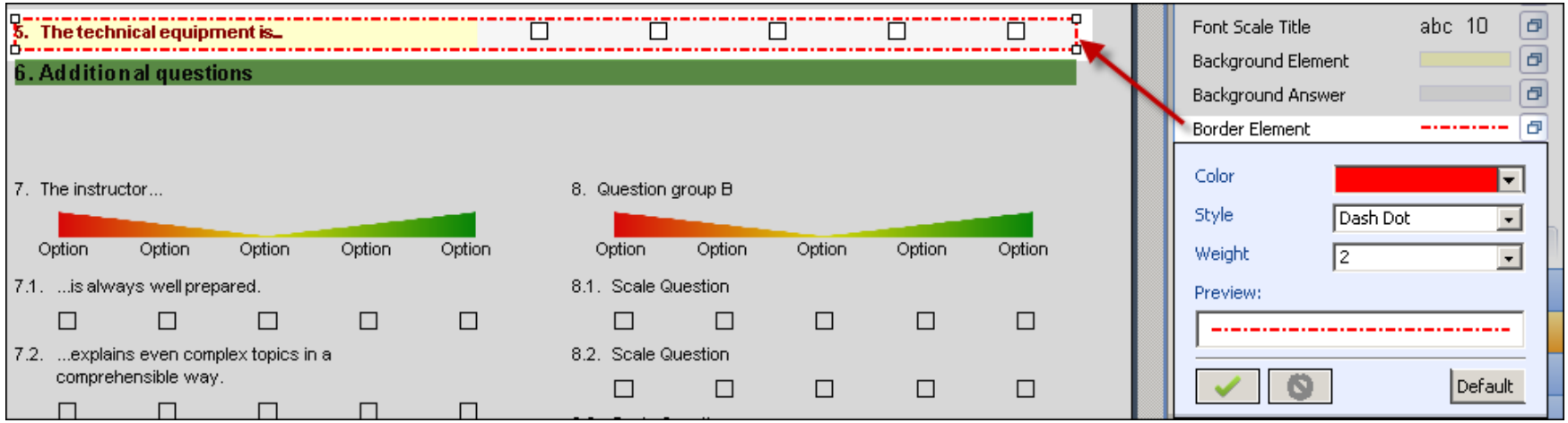

Figure 140: Border element

With the attribute “Border Element” a border can be drawn around the entire element. Border color, border style and the border weight can be set. If the value for “Style” is set to “None”, the border will not be drawn.

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Border Answer:

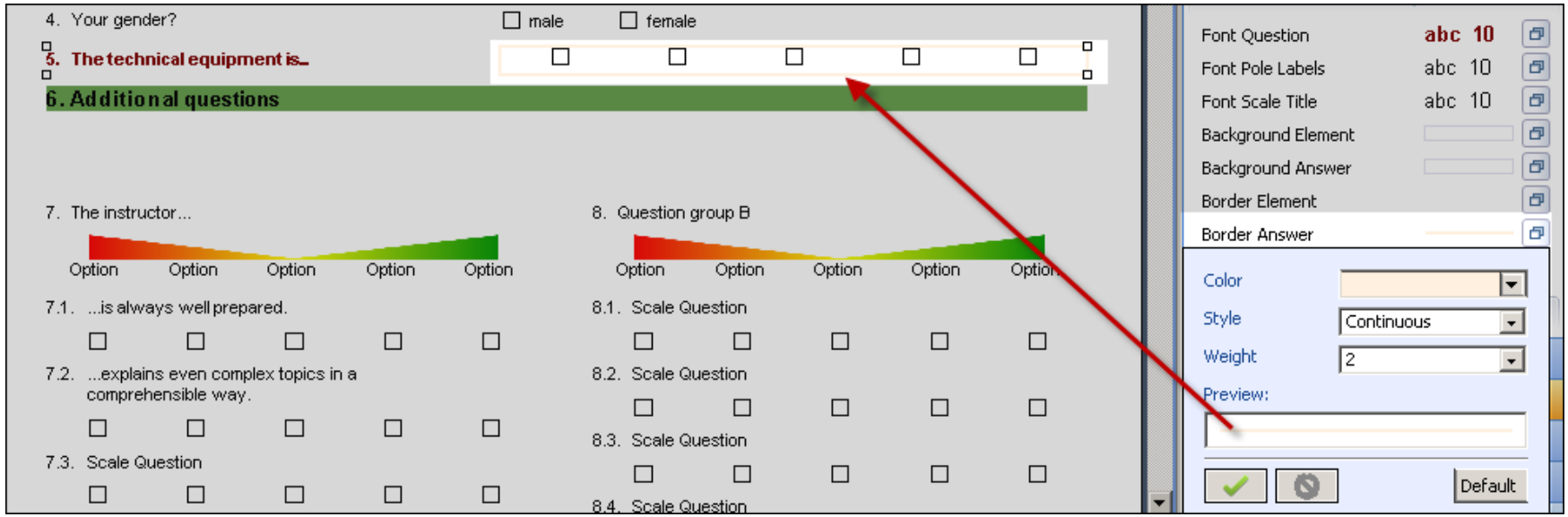

Figure 141: Border answer

With the attribute “Border Answer”, a border can be drawn around the answer part of an element. Border color, border style and the border weight can be set. If the value for “Style” is set to “None”, the border will not be drawn.

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1.3. Properties in the Submenu “System”

The submenu “System” contains dynamic properties which play a role in the processing in Class Climate.

Here there are the display options for online surveys (i.e. checkbox/drop down for single choice questions) and evaluation properties such as:

Scale Questions:

Type of diagram in the PDF report and mirroring of control questions:

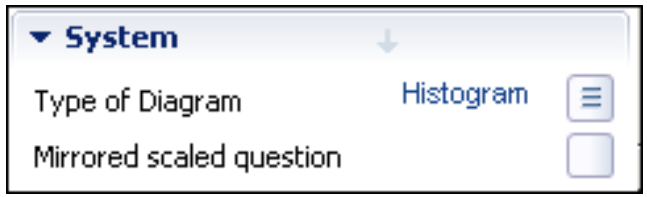

Figure 142: System options Scale question

Single Choice Questions:

Online display (Checkbox or Drop down):

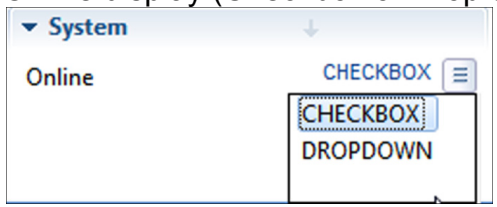

Figure 143: System options single choice questions

Multiple Choice Questions:

Maximum number of simultaneously selectable options (only for online surveys):

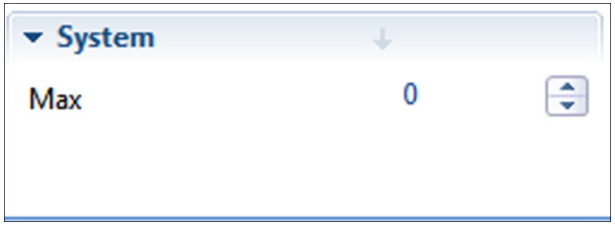

Figure 144: System options multiple choice questions

Matrix Questions:

Evaluation of matrix questions as a number or as text (as such, for example, a post code must be evaluated as text, for the case of a leading “0” in the post code):

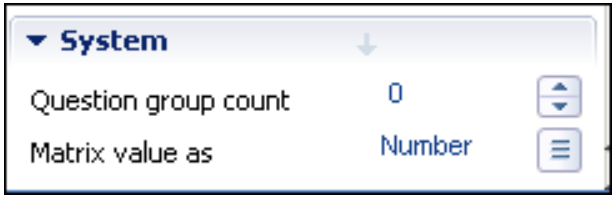

Figure 145: System options matrix question

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Open Question:

Determining handwriting recognition and the characters expected. Selectable are alphabetical, alpha-numerical, numerical and numerical with special characters.

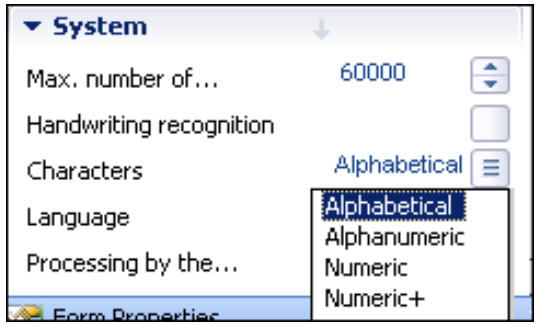

Figure 146: System options open question a

Additionally, the processing of open questions by the VividForms Reader can be switched off completely. Should this be the case, the question is not evaluated in Class Climate at all and does not appear in either the report or the raw data.

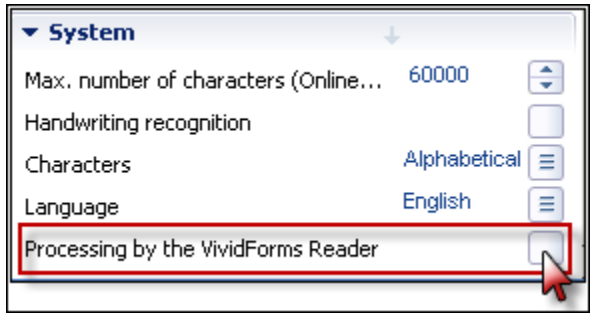

Figure 147: System options open question b

1.4. Export Order

The export order determines the order in which the answers to questions are transferred from the VividForms Reader to the Class Climate database.

It also determines to which groups the elements belong, and the corresponding functions in Class Climate (i.e. chapter by chapter display in online surveys or establishing indicators).

The export order is found as a button at the bottom of the right side menu of the VividForms Designer

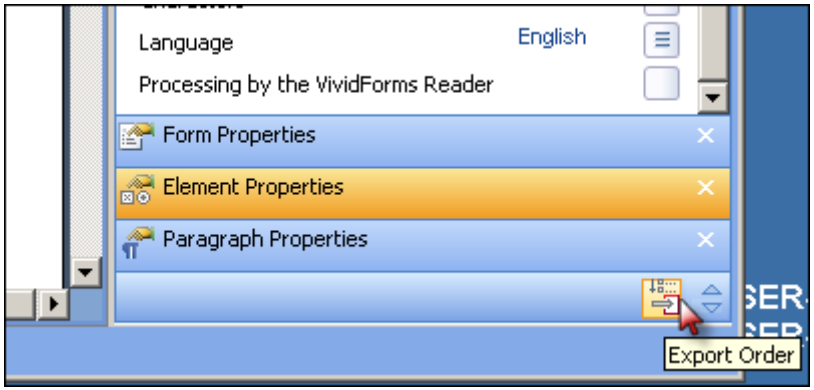

Figure 148: Export order

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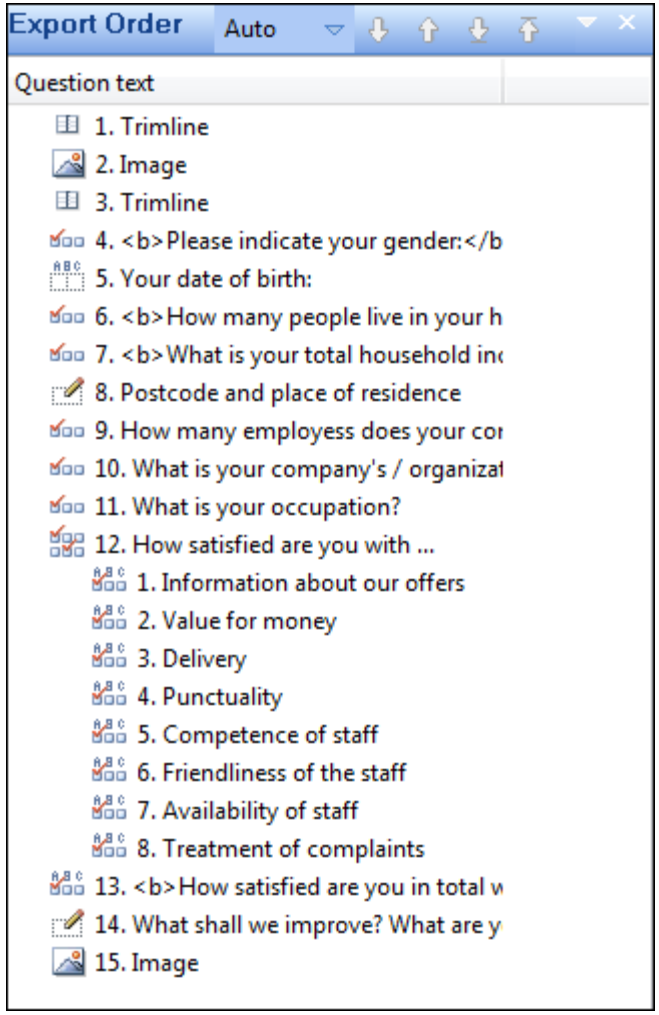
Export Order
Auto
Question text
1. Trimline
2. Image
3. Trimline
4. <b>Please indicate your gender:</b
5. Your date of birth:
6. <b>How many people live in your h
7. <b>What is your total household inc
8. Postcode and place of residence
9. How many employess does your cor
10. What is your company's / organizat
11. What is your occupation?
12. How satisfied are you with ...
1. Information about our offers
2. Value for money
3. Delivery
4. Punctuality
5. Competence of staff
6. Friendliness of the staff
7. Availability of staff
8. Treatment of complaints
13. <b>How satisfied are you in total w
14. What shall we improve? What are y
15. Image

Figure 149: Export order of the questions

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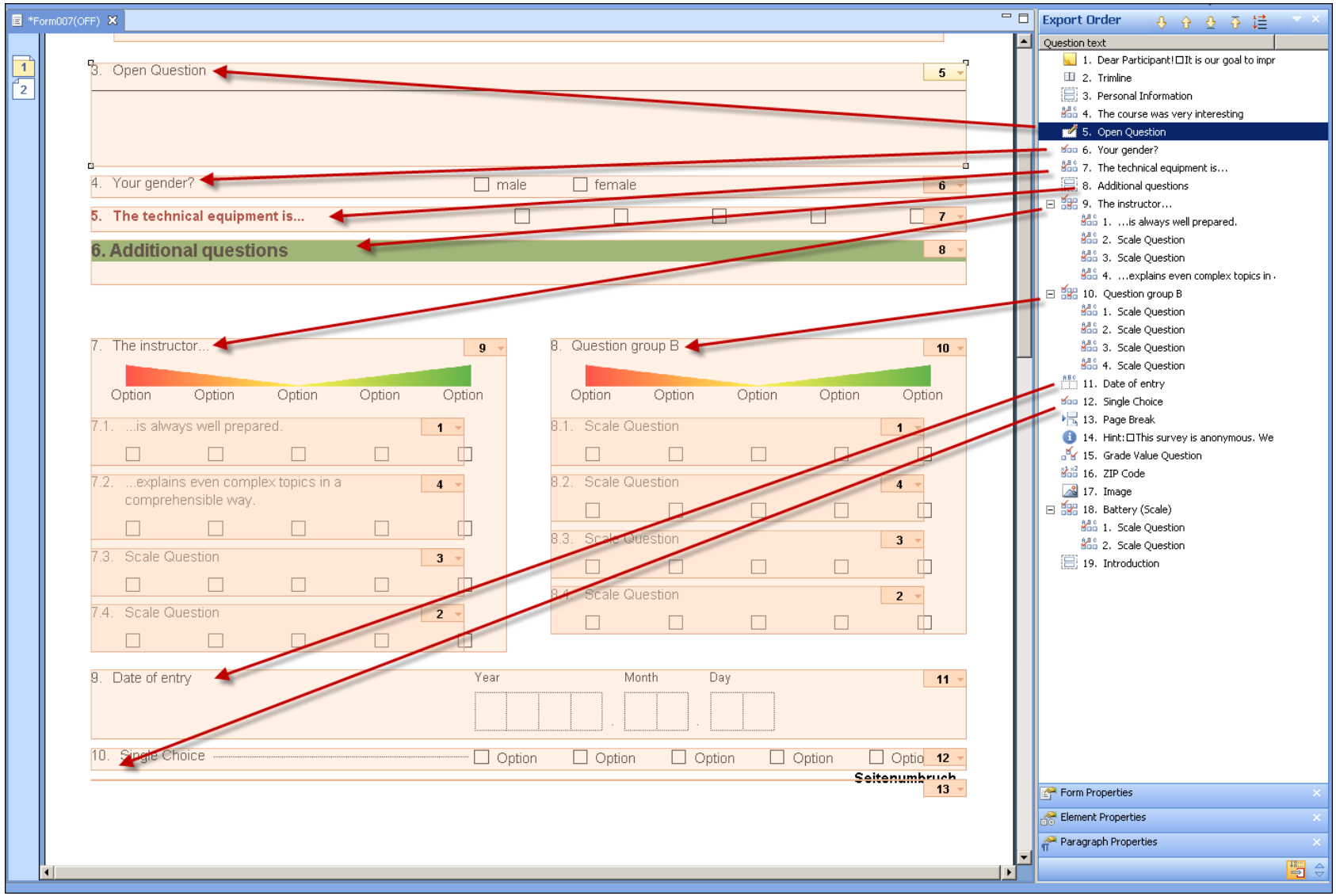

Figure 150: Mapping of questions for the export

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With the option “Auto” and “Manual” you can switch off the automatic export order and manually influence it (the export order).

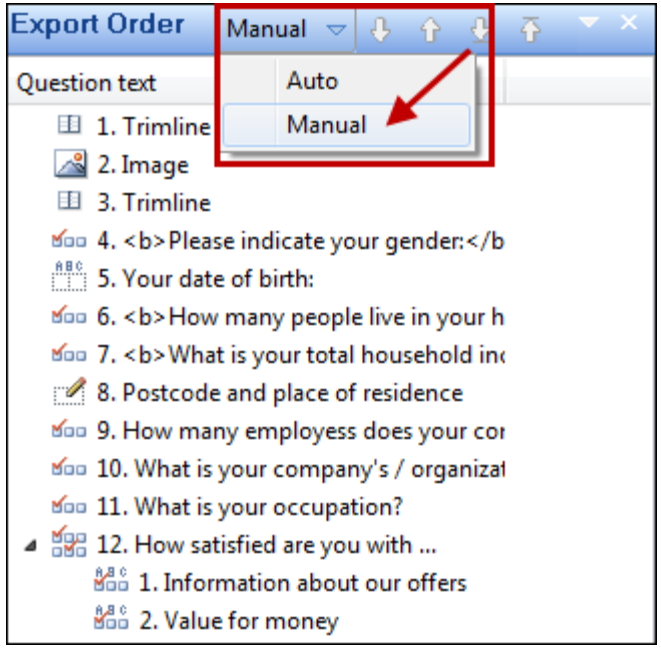
Export Order
Manual
Auto
Manual
Question text
1. Trimline
2. Image
3. Trimline
4. <b>Please indicate your gender:</b
5. Your date of birth:
6. <b>How many people live in your h
7. <b>What is your total household inc
8. Postcode and place of residence
9. How many employess does your cor
10. What is your company's / organizat
11. What is your occupation?
12. How satisfied are you with ...
1. Information about our offers
2. Value for money

Figure 151: Manual export order

Using the arrow symbols at the top of the export order window, each element can be moved around within the order.

It is also possible to move elements via drag-and-drop.

The numbering within the export order is automatically adapted. The numbering on the questionnaire remains unaffected from changes in the export order.

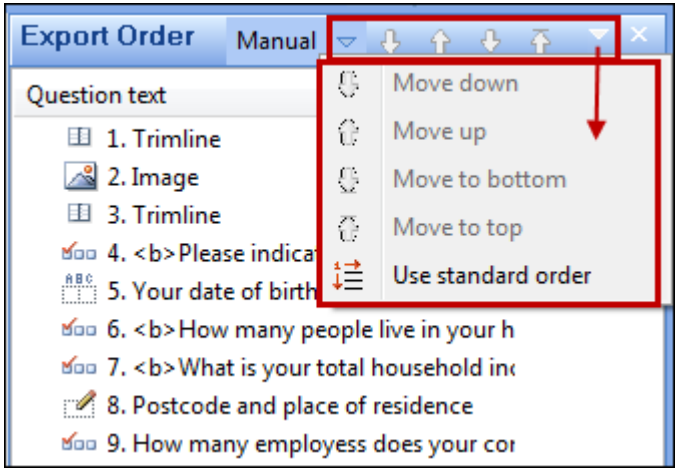

Figure 152: Changing the export order

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1.5. Numbering

The type of numbering in the VividForms Designer can be adapted for different levels.

First a distinction is made between the main or form level and the sub or group or battery levels.

1.5.1. Form Numbering (Main Level))

Form numbering relates to the form elements at the top level (main level). In this context, this means that at the top level the elements are not in a group or a battery.

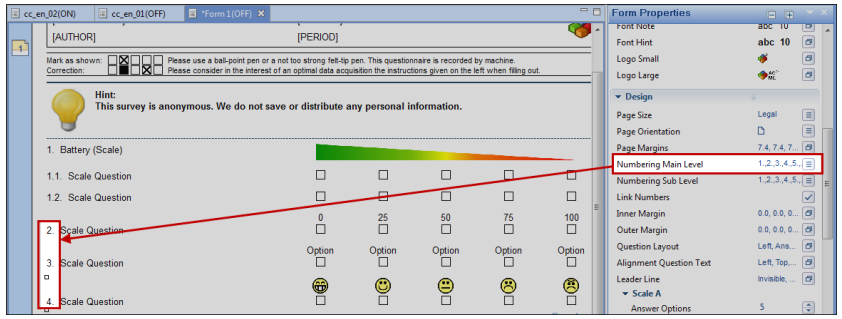

Figure 153: Numbering at the main level

Settings for numbering at the main level can be found in the right side menu under “Form Properties” in the submenu “Design”.

Numbering is possible as digits, letters or roman numerals, each with or without points.

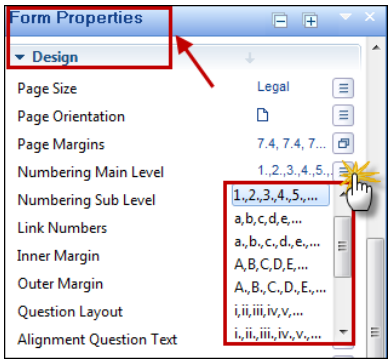

Figure 154: Numbering at the main level (numbering format)

1.5.2. Group / Battery Numbering (Sub Levels)

Each new group or battery of questions creates a new level in the numbering, which means that elements of a question group are numbered at a new level i.e. numbered beginning with “1”.

Via the attribute “Numbering Sub Level” the type of numbering can be selected or switched off completely. This attribute can be found in the element properties group and battery as well as a pre-setting in the “Form Properties” in the submenu “Design”.

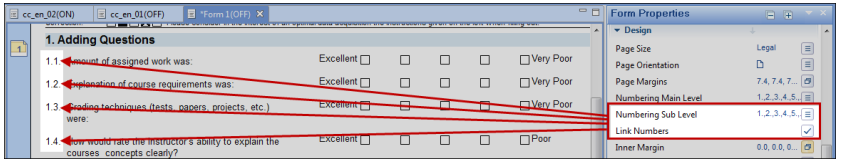

Figure 155: Numbering at the sub levels

With the aid of “Link Numbering”, the numbering of multiple levels can be inherited from higher levels.

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2. Form Properties

Properties in the area “Form Properties” relate to the preset settings for elements. Changing these properties affect not only the presets, but also elements already integrated into the questionnaire.

There are the following exceptions:

- If an element integrated onto the questionnaire has already been manually adapted, it doesn’t change.
- Content properties of elements already integrated onto the questionnaire, such as the number of options of a scale question, visibility of scale B or showing abstentions, will not be changed.

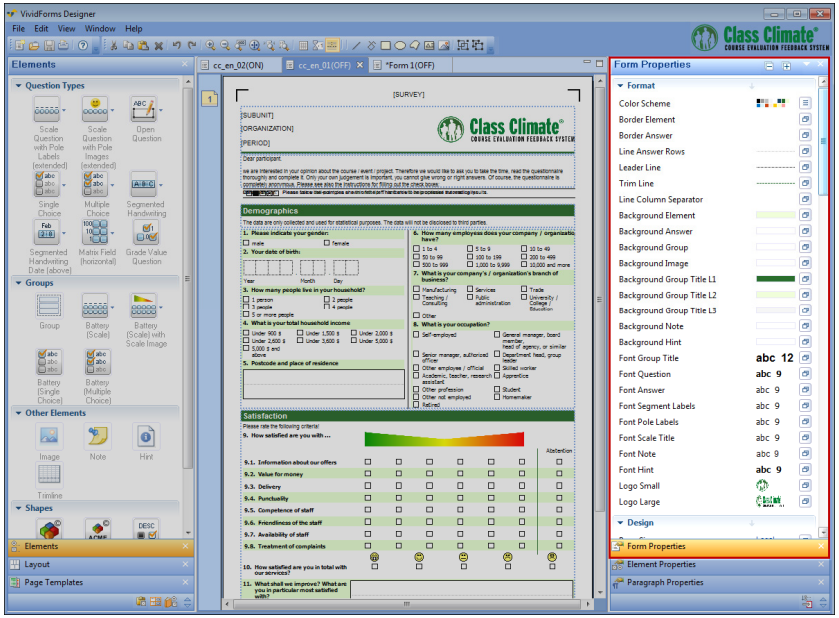

Figure 156: Form properties

2.1. Color Schemes

The color scheme concept used in the VividForms Designer plays a particular role in the form settings.

Via the menu “Form Properties” the color for elements and backgrounds can be defined questionnaire wide. Therewith you have the possibility to select a specific color or assign a position in a color scheme.

This ensures that when changing the color scheme, the color of the element is automatically adjusted according to the new color scheme. In this way, copies of forms can be quickly adapted to different designs. Color schemes can be defined and stored in the corporate design template.

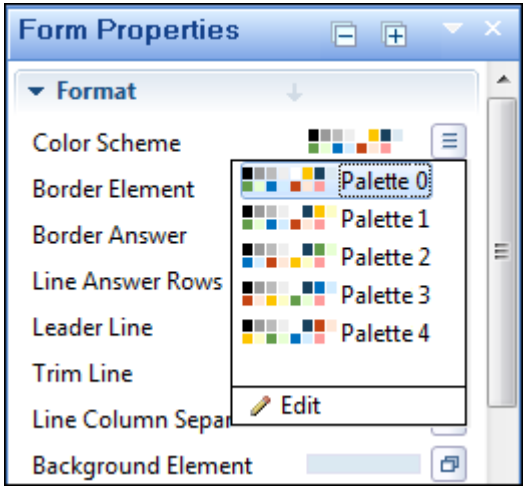

Figure 157: Selecting the color palette

Via the “Edit” option, the color schemes can be edited and your own color schemes can be defined.

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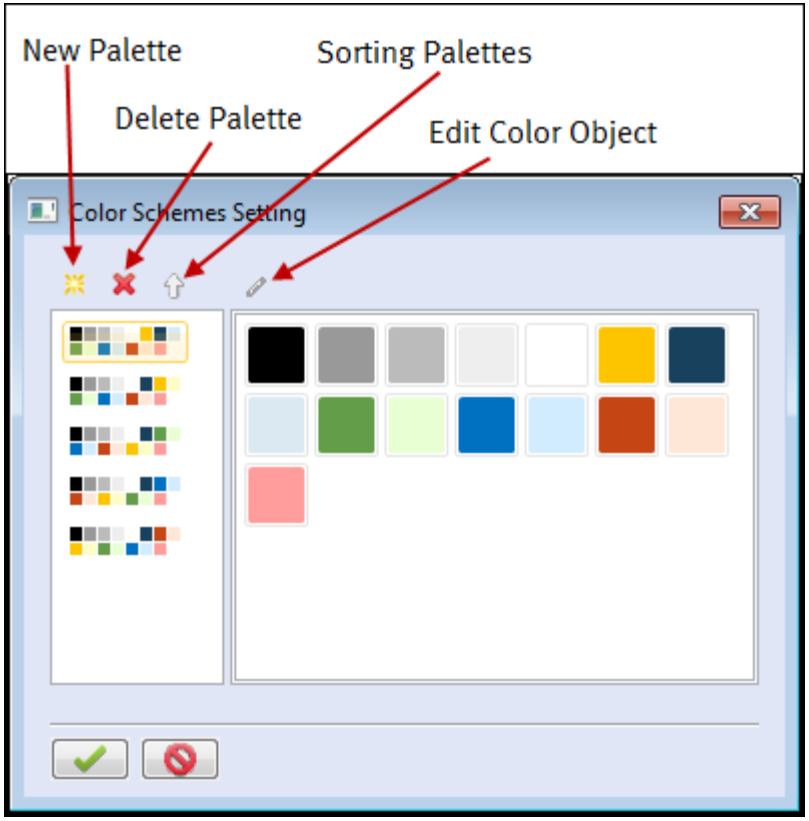

Figure 158: Editing the color scheme

With a double click on each color or via the pencil icon (“Edit Color Object”), the color can be adapted to your own wishes.

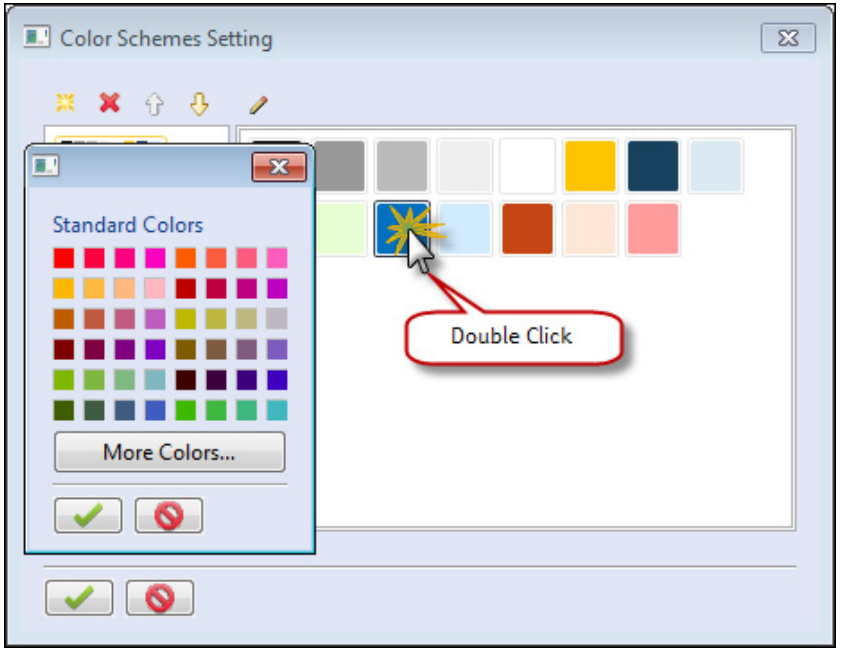

Figure 159: Changing a color of a color scheme

In order to control the colors of elements by the color scheme, assign the element a color of the color scheme instead of a “fix”, non-dynamic color. The color scheme with the current valid color is deposited in the dialog.

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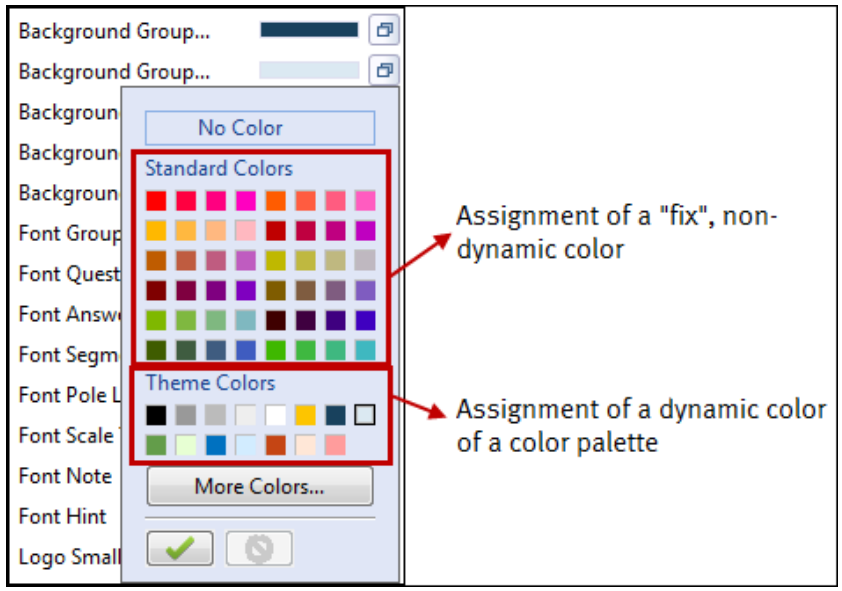

Figure 160: Assigning colors

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3. Editing Page Templates

Editing page templates enables changing the selected template at the creation stage.

Page templates are simply dragged and dropped onto the worksheet of a selected template (i.e. a standard page) so as to be allocated to the current form page.

Page templates contain layout and color settings, questionnaire headers and fixed elements, which, for example are specified by the corporate design.

Page templates can also contain specified positions on the form. In this way, a page template can contain elements required on the first page of a form (questionnaire header, placeholders, instructions on completion) and as such serve as a start page template.

When creating questionnaires, the elements included in the page template are not usually edited.

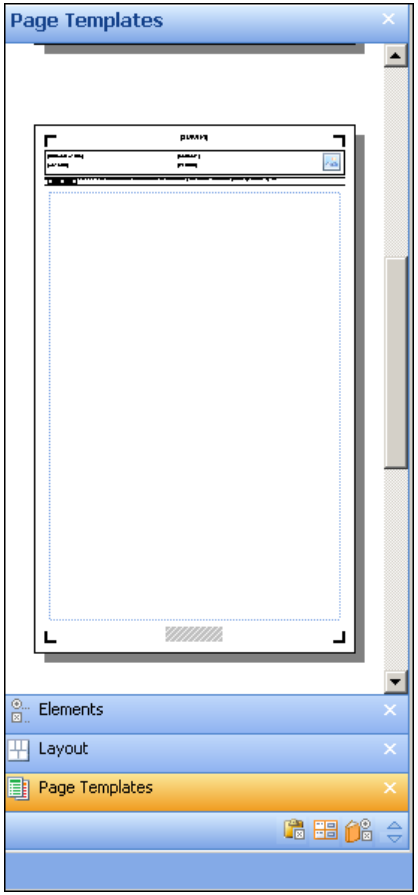

Figure 161: Selecting the page template

However, editing the page template is still possible. Editing enables the adding, editing and deletion of the elements of the page template. It is not intended for editing questions or question groups.

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Note:

Please observe that changes to the page template only affect the current form and not the page templates saved in the system

To edit the page template, first the menu “Page Template” is opened on the left side menu.

Then, with a right click on the page template to be edited, “Edit” is selected.

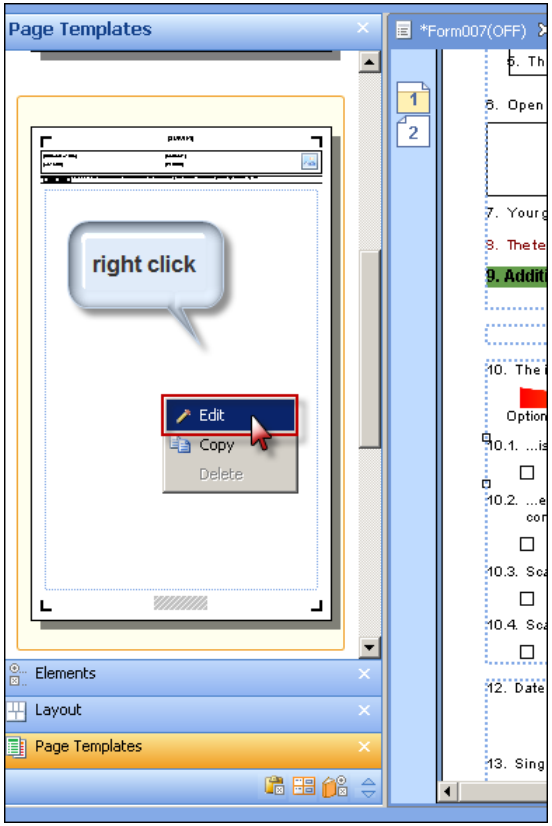

Figure 162: Edit page template

The corresponding page template now appears in the worksheet. Here the elements included in the page template can be edited or deleted or new elements added.

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To the left of the worksheet two buttons appear with which the editing process can be terminated either with or without saving the changes. Via the button [Save], the changes are adopted.

Via the button [Cancel], the changes are discarded.

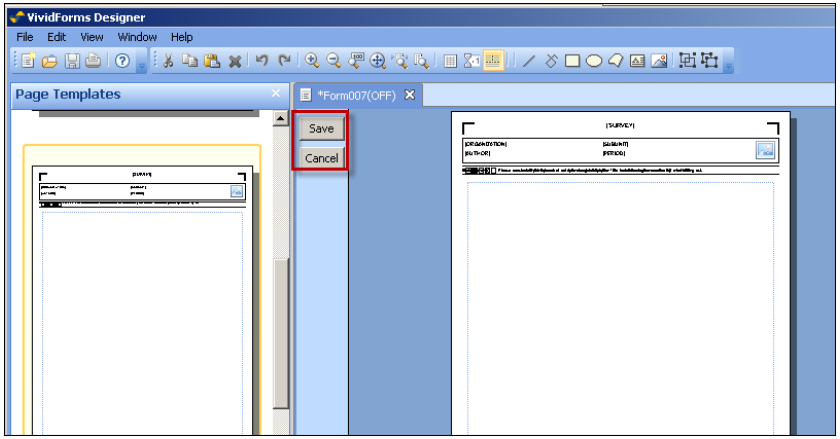

Figure 163: Ending the editing of page templates

3.1. Set Form Section

An important element of the page template is the form section

It is only in this section that elements can be added to the form when editing the page template. Therefore it is possible to limit the area in which questions are contained on the form.

Each set section of every page template can be retrospectively changed in “Edit Page Template” mode.

Note:

Ensure that the form section does not overlap on other elements of the page template.

Otherwise, it is possible that recognition fields appear on dark backgrounds and processing in the VividForms Reader is no longer possible.

Under no circumstances may the form section cover the corners of the form or the barcode area.

To edit the form section, this must first be activated with a left mouse click. Subsequently the size of the form section can be adjusted by moving the side markings (boxes) with the mouse.

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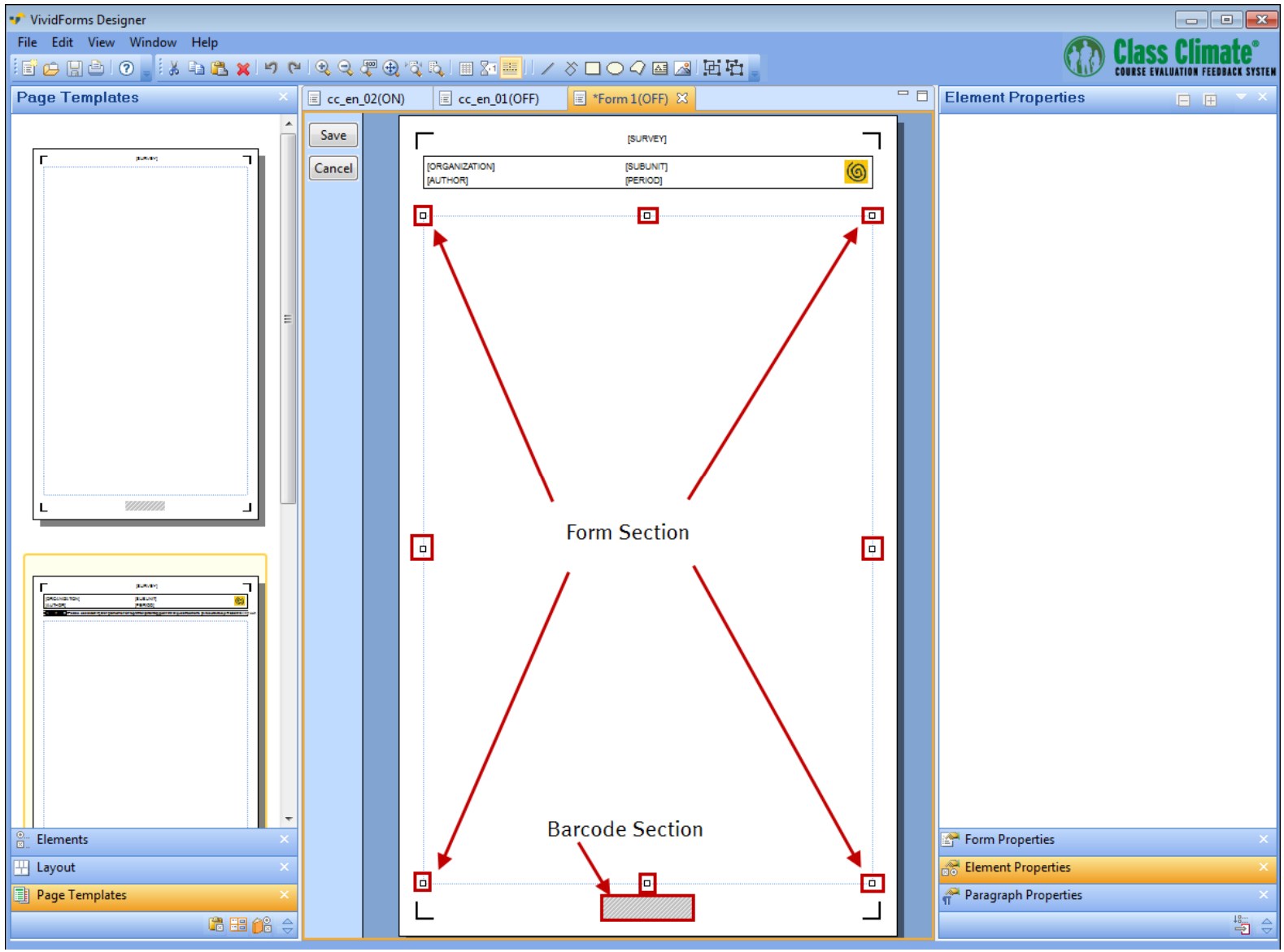

Figure 164: Form section and barcode area

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3.2. Editing the Questionnaire Header

In general, the questionnaire header is already determined by the template (start page) selected, so that this need not be edited. If, however, changes are to be made, the VividForms Designer must be in “Edit Page Template” mode.

Not every page template includes a questionnaire header. But normally, at least the start page does contain this element. You must have added the questionnaire header to the page template when creating the form in order to be able to edit it.

Existing elements in the questionnaire header can be edited with a simple double click.

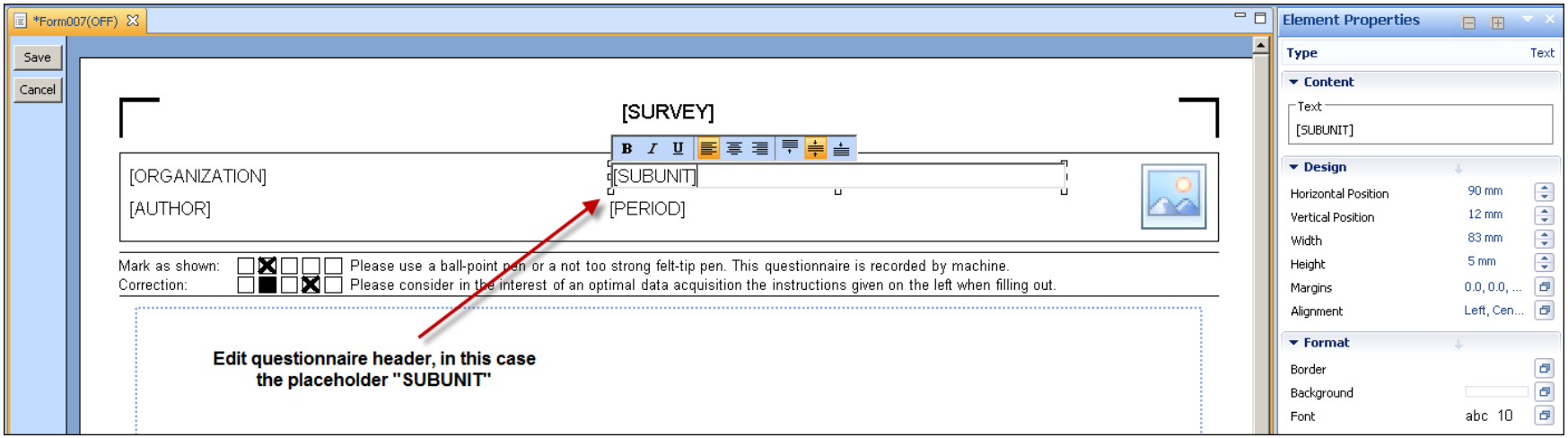

Figure 165: Editing questionnaire header

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3.3. Adding further Elements to the Page Template

In “Edit Page Template” mode, you can add any graphic or textual element to the page template. You can edit or delete existing elements and arrange them in levels.

The properties of the elements, such as filling, borders and line styles, once the element to be edited is marked, can be set in the right side menu.

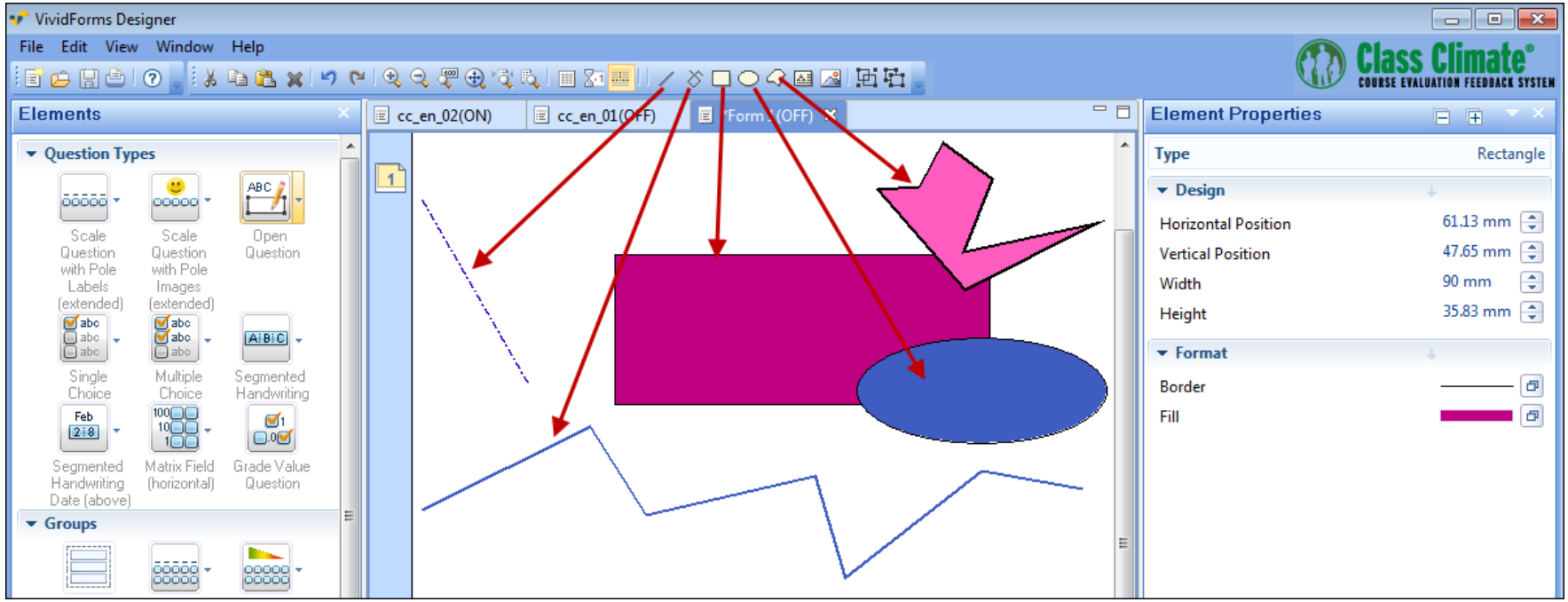

Figure 166: Examples for other elements in the page template

Note:

Please observe that the cornerstones are protected and no element can be added here. The cornerstones are strictly required for the later evaluation in the VividForms Reader. In the same way, no elements may cover the barcode area, to ensure that the form can be correctly recognized later.

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The arrangement in levels enables elements to be deliberately placed on top of each other.

With a right mouse click on the element to be arranged and selecting the relevant command, the arrangement can be determined:

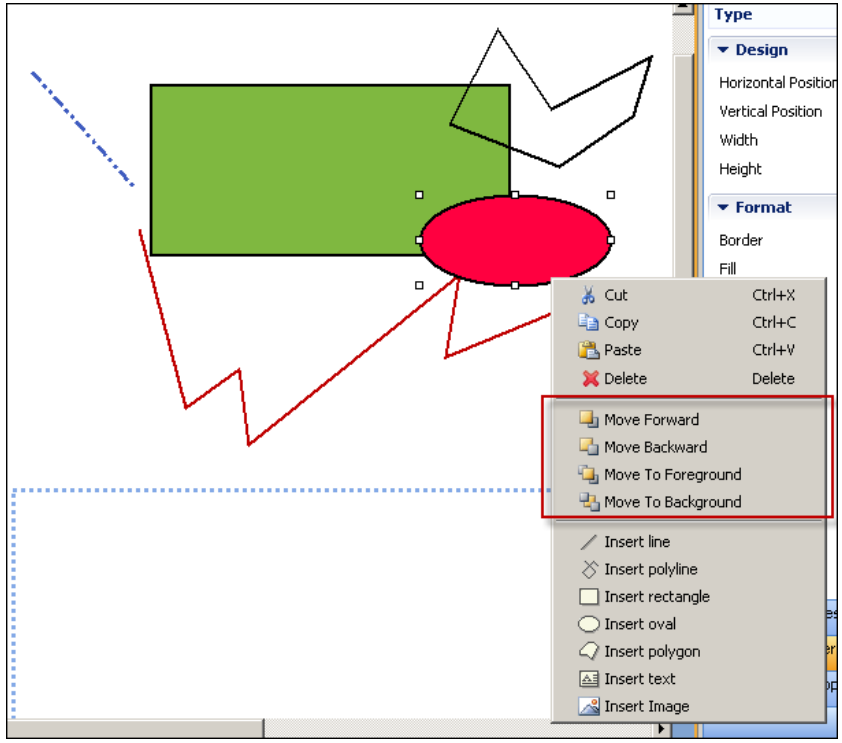

Figure 167: Arranging elements in levels

In this context, the following means:

- **Move Forward**

  Move the element one level forwards.

- **Move Backward**

  Move the element one level backwards.

- **Move To Foreground**

  Move the element to the front level.

- **Move To Background**

  Move the element to the rear level.

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Glossary

Barcode Area	The area at the end of the form page that is filled with a barcode by Class Climate. This enables the identification of the form and is available on every page. The barcode area may not be changed.
Battery	A battery is a group of the same kind of questions with common element properties.
Color Schemes	Instead of fixed colors, elements can be assigned color schemes. In this way, by changing the color scheme of a form, colors can be rapidly adapted.
Column Separator	A separating line between two columns in a paragraph.
Corporate-Identity-Template	In this template, all design requirements are defined, such as color, font and font sizes, lines, backgrounds, logos and borders. The specifications that have been defined here can be found in the Designer in the menu "Form Properties / Format".
Document Template	In this template such aspects as paper format, orientation (portrait or landscape), and spacing are defined. Additionally, the properties of your questions are defined here.
Dual Scale Question	A scale question with a question text, and two scales. This can create weighted scale questions whereby, for example, not only quality, but importance can be queried.
Export Order	The order in which the questions are exported to Class Climate. Also determines the order the order of elements in the evaluation as well as the display of HTML online surveys.
Form Section	The area defined in the page template in which form elements (questions, question groups etc.) can be added.
ICR	**I**ntelligent **C**haracter **R**ecognition = Recognition of hand written characters.
Leader Line	An optional line which can be faded in and serves as a connecting line between the question text and the answer options.
Link Numbering	If this option is activated in “Form Properties/Design”, your questions are linked to the question groups, this means, your question group with the number “6 General Questions” includes for example, the question “6.1 Your Gender”. If this option is deactivated, the questions are numbered separately per question group. This means, you have a new question group “6 General Questions” and the first questions there “1. Your Gender”.

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Local Clipboard	The area in the left side menu where elements can be temporarily saved, even in offline mode. Even after closing the application elements are stored in the clipboard and can be used in the Designer after starting it again.
Multiple Choice-Question	A question with multiple answer options, where in answering, more than one answer can be selected (More than one answer possible).
OMR	**O**ptical **M**ark **R**ecognition Recognition of checked boxes.
Open Question	A question with a field to enter a free text, for example “Comments:”.
Other Page Templates	See the entry “Page Templates”
Page Template	By which other special page templates, such as start page and end pages, can be selected
Placeholder	Placeholders are text elements which, when creating surveys, are dynamically filled with data by Class Climate.
Predefined Blocks	Predefined blocks are blocks of premade questions and elements, which can be dragged onto a form and edited there.
	The blocks are made centrally available by the server.
Questionnaire Header	An element of the page template, often the start page, which, amongst others, contains placeholders for completion by Class Climate such as survey name, subunit name, period etc..
Scale A	The first scale of a dual scale question
Scale B	The second scale of a dual scale question
Scale Question	A question type with a negative and positive pole. Can contain extended pole texts or be mirrored.
Single Choice Question	Questions with one or more answer options, from which only one can be selected.
Standard Page	The standard page defines the layout of all pages between the first and the last page.
Trim Line	An optional line which can be inserted between different questionnaire elements.

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Appendix

I. Overview of the Question Types

1. Scale Questions	
1.1. Scale Question with Pole Labels (Extended)	Option ☐ Option ☐ Option ☐ Option ☐ Option ☐
1.2. Scale Question with Pole Labels (left, right)	Option ☐ ☐ ☐ ☐ ☐ Option
1.3. Scale Question with Pole Labels (left, right) and Abstention	Option ☐ ☐ ☐ ☐ ☐ Option Abst. ☐
1.4. Scale Question with Pole Labels (above)	Option ☐ ☐ ☐ ☐ Option ☐
1.5. Scale Question with Pole Labels (extended) and Abstention	Option ☐ Option ☐ Option ☐ Option ☐ Option ☐ Abst. ☐
1.6. Scale Question with Scale Titles and Pole Labels (above)	Left Option ☐ ☐ Center ☐ ☐ Right Option ☐
1.7. Scale Question with Scale Titles	Left ☐ ☐ Center ☐ ☐ Right ☐
1.8. Scale Question with Scale Titles and Pole Labels (left, right)	Left Option ☐ ☐ Center ☐ ☐ Right ☐ Option
1.9. Scale Question with Scale Titles and Pole Labels (left, right) and Abstention	Left Option ☐ ☐ Center ☐ ☐ Right ☐ Option Abst. ☐

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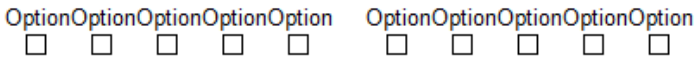
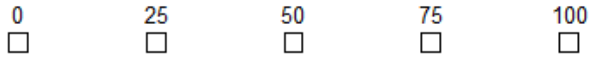
2. Scale Questions 2

2.1. Scale Question (Dual Scale)

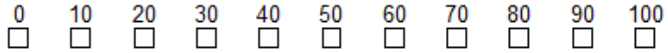


2.2. Scale Question (Numeric Scale - 5)



2.3. Scale Question (Numeric Scale - 6)

2.4. Scale Question (Numeric Scale - 11)



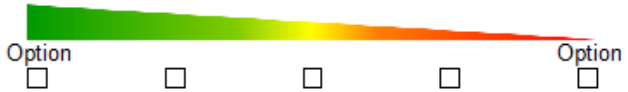
2.5. Scale Question with Pole Images (extended)

2.6. Scale Question with Pole Images (above)

2.7. Scale Question with Pole Images (left, right)

2.8. Scale Question with Scale Image

2.9. Scale Question with Scale Image and Pole Labels (above)



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3. Open Questions

3.1. Open Question

3.2. Open Question multiple rows

3.3. Open Question multiple rows (Lines)

4. Single Choice Questions

4.1. Single Choice ☐ Option ☐ Option ☐ Option ☐ Option ☐ Option

4.2. Single Choice (Text Length) ☐ Option ☐ Option

4.3. Single Choice (pair-column) ☐ Option ☐ Option

4.4. Single Choice (single-column)
☐ Option
☐ Option

5. Multiple Choice Questions

5.1. Multiple Choice (Multiple answers possible) ☐ Option ☐ Option ☐ Option ☐ Option ☐ Option

5.2. Multiple Choice (Text Length) (Multiple answers possible) ☐ Option ☐ Option

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5.3. Multiple Choice (2 Columns)
(Multiple answers possible)
☐ Option ☐ Option

5.4. Multiple Choice (1 Column)
(Multiple answers possible)
☐ Option
☐ Option

6. Segmented Handwriting

6.1. Segmented Handwriting

6.2. Segmented Handwriting Name (above)
Surname,Name

6.3. Segmented Handwriting Name (below)
Surname,Name

6.4. Segmented Handwriting Name (End)
Surname,Name

6.5. Segmented Handwriting Date (above)
Year Month Day

6.6. Segmented Handwriting Date (below)
Year Month Day

6.7. Segmented Handwriting Amount (below)
Amount $

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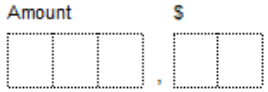
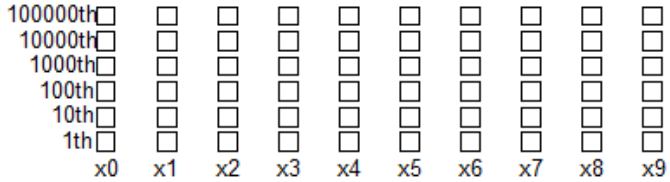
6.8. Segmented Handwriting Amount (above)



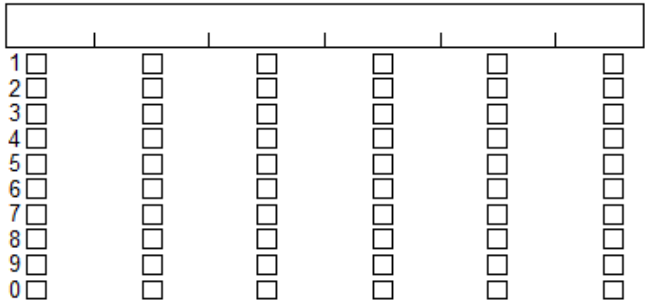
6.9. Segmented Handwriting Amount (left)

7. Matrix Field

7.1. Matrix Field (horizontal)

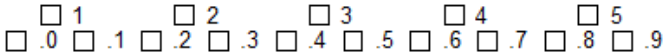


7.2. Matrix Field (vertical)



8. Grade Value Question

8.1. Grade Value Question



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II. Overview of the Batteries

1. Battery Scale Questions

1.1. Battery (Scale)	Option	Option	Option	Option	Option
1.1.1. Scale Question	☐	☐	☐	☐	☐
1.1.2. Scale Question	☐	☐	☐	☐	☐

2. Battery (Scale) with Pole Labels (extended) and Abstention	Option	Option	Option	Option	Option	Abst.
2.1. Scale Question	☐	☐	☐	☐	☐	☐
2.2. Scale Question	☐	☐	☐	☐	☐	☐

3. Battery (Scale) with Pole Labels (above)	Option				Option
3.1. Scale Question	☐	☐	☐	☐	☐
3.2. Scale Question	☐	☐	☐	☐	☐

4. Battery (Scale) with Pole Labels (left, right)	Option				Option
4.1. Scale Question	☐	☐	☐	☐	☐
4.2. Scale Question	☐	☐	☐	☐	☐

5. Battery (Scale) with Scale Titles	Left		Center		Right
5.1. Scale Question	☐	☐	☐	☐	☐
5.2. Scale Question	☐	☐	☐	☐	☐

6. Battery (Scale) with Scale Titles and Pole Labels (extended)	Left Option	Option	Center Option	Option	Right Option
6.1. Scale Question	☐	☐	☐	☐	☐
6.2. Scale Question	☐	☐	☐	☐	☐

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7. Battery (Scale) with Scale Titles and Pole Lables (left, right)

Left Option | Center | Right Option

7.1. Scale Question ☐ ☐ ☐ ☐ ☐

7.2. Scale Question ☐ ☐ ☐ ☐ ☐

8. Battery (Scale) with Scale Image

8.1. Scale Question ☐ ☐ ☐ ☐ ☐

8.2. Scale Question ☐ ☐ ☐ ☐ ☐

9. Battery (Scale) with Scale Image and Pole Labels (above)

Option Option

9.1. Scale Question ☐ ☐ ☐ ☐ ☐

9.2. Scale Question ☐ ☐ ☐ ☐ ☐

10. Battery (Scale) with Scale Image and Pole Labels (left, right)

Option Option

10.1. Scale Question ☐ ☐ ☐ ☐ ☐

10.2. Scale Question ☐ ☐ ☐ ☐ ☐

11. Battery (Scale) with Scale Titles and Pole Images (above)

Left Center Right

11.1. Scale Question ☐ ☐ ☐ ☐ ☐

11.2. Scale Question ☐ ☐ ☐ ☐ ☐

12. Battery (Scale) with Scale Titles and Pole Images (left, right)

Left Center Right

12.1. Scale Question ☐ ☐ ☐ ☐ ☐

12.2. Scale Question ☐ ☐ ☐ ☐ ☐

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Battery (Single Choice)					
1. Battery (Single Choice)	Option	Option	Option	Option	Option
1.1. Single Choice	☐	☐	☐	☐	☐
1.2. Single Choice	☐	☐	☐	☐	☐

Battery (Multiple Choice)					
1. Battery (Multiple Choice) (Multiple answers possible)	Option	Option	Option	Option	Option
1.1. Multiple Choice (Multiple answers possible)	☐	☐	☐	☐	☐
1.2. Multiple Choice (Multiple answers possible)	☐	☐	☐	☐	☐

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III. Shortcuts

Shortcut	Function
Application Level:	
Alt+D	Menu File
Alt+B	Menu Edit
Alt+A	Menu View
Alt+F	Menu Window
Alt+H	Menu Help
Ctrl+N	Create New Form
Ctrl+O	Open Form
Form Level:	
Ctrl+S	Save Form
Ctrl+Z	Undo
Ctrl+Y	Redo
Alt+Mouse Drag&Draw	Zoom Area
Shift+Ctrl+Mouse Drag&Draw	Move drawing area
Shift+Mouse Wheel	Step by step zoom
Ctrl-Shift+I	Zoom in
Ctrl- Shift+O	Zoom out
Element Level:	
Ctrl+X	Delete and copy to clipboard
Ctrl+C	Copy to clipboard
Ctrl+V	Insert from clipboard
Del	Delete
Ctrl+Mouse Drag&Draw	Copy
Shift+Mouse Click	Add to selection (Expand Selection)
Ctrl+Return	End text input
Properties Views:	
Return	Insert line break in text
Ctrl+Return	End input into text field
Tab (in a text field)	Enter the TAB character into a text
Tab (outside of a text field)	Skip to the next point of keyboard operable input
Shift+Tab	Skip to the previous point of keyboard operable input
Ctrl+Tab	Skip to the next point of keyboard operable input (also within a text field)
Arrow up/down	Skip to next or previous properties group on the same level

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Arrow right/left	Expand/collapse group
Drawing Objects:	
Ctrl+Alt+Mouse Drag&Draw	Insert and change size with the same aspect ratio for rectangles and ovals or certain angles on the corner points of (Polyline, polygon and line)
Polygons und Polylines:	
Alt-Click on corner points	Delete corner points
Ctrl+Click on Segment	Insert new corner point

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